

**Assistant Trip Leader  
Wellness and Recreation  
NC State University**

The mission of Wellness and Recreation is to inspire a culture of wellness by providing premier, innovative and inclusive programs, services and facilities that promote healthy, active lifestyles to enhance student success.

Wellness and Recreation commits to foster a learning environment for our student employees that cultivate the skills of ethical reasoning, critical thinking, teamwork, initiative and professionalism. Programs and facilities are student-run with professional coaching. The goal is to help develop student's transferable skills and create a supportive and challenging environment for them to succeed in and out of the classroom.

**Wellness and Recreation is seeking enthusiastic students to lead outdoor adventure trips, workshops and clinics. The assistant trip leader will complete training and assist in leading trips to prepare for advancement to trip leader, as well as be trained in basic equipment rental operations. Additional training will be provided by Outdoor Adventures during the first or second semester of work to cross-train for the Rentals Specialist, Bike and Gear Repair Specialist, Challenge Course Facilitator, or Climbing Wall Specialist position.**

#### **Responsibilities**

- Educate NC State students, faculty, staff and community about outdoor recreation, including outdoor activities, destinations, equipment, and Outdoor Adventures programs (including trips, climbing wall, challenge course, and equipment rentals)
- Assist with planning, creating lessons, preparing equipment and facilitating educational workshops and clinics
- Assist with development and implementation of trip curriculum, menu and trip control plans
- Market trips to the campus community and recruit trip participants
- Prepare equipment for trips and maintain equipment including: check-in/out, drying, cleaning, disinfecting, repairing equipment and maintaining a current inventory
- Assist trip leaders with group development and processing, risk management and safety, minimizing impact and instructing technical skills
- Understand and enforce Wellness and Recreation and area specific policies and guidelines
- Knowledge and implementation of emergency action plan
- Attend all required trainings and regular meetings, both trips-specific and all Outdoor Adventures meetings
- Develop professional relationships with co-workers, participants and guests
- Assist with program design, implementation and evaluation
- Uphold and exceed the expectations of Wellness and Recreation: ethical reasoning, critical thinking, teamwork, initiative and professionalism
- Assist as needed in all required departmental functions
- Occasional work required at the Outdoor Adventures equipment rentals center
- Evening and weekend work required, depending on trips schedule

#### **Department Required Skills**

- Effective interpersonal communication skills and presentation skills
- Commitment to customer service
- Demonstrate integrity, ethics and commitment to diversity and inclusion
- Maintain clean, appropriate and professional attire
- Commitment to promoting healthy, active lifestyles

## **Qualifications & Certifications**

- Current full-time NC State student
- First Aid and Adult CPR/AED certifications should be current or obtained before position commencement. This certification is provided to selected candidates upon being hired.
- The Outdoor Adventures Wilderness Leadership Program is required as a prerequisite for becoming an assistant trip leader (or equivalent previous trip leading experience and/or training)
- Preferred background in adventure programming through involvement in the Outdoor Leadership Minor offered by Health and Exercise Studies, significant involvement with Outdoor Adventures, or involvement with organizations such as NOLS or Outward Bound

## **AA/EOE**

NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status a protected veteran. Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919.515.3148.

Final candidates are subject to criminal and sex offender background checks. Some vacancies also require credit or motor vehicle checks. NC State University participates in E-Verify. Federal Law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

## **For More Information**

- Wellness and Recreation Website, [wellrec.ncsu.edu](http://wellrec.ncsu.edu)

*Reports to the Coordinator, Outdoor Adventures*