

Outdoor Adventures Trip Leader Position Description

Purpose

This position works collaboratively with the Outdoor Adventures Team and may have the responsibility of leading and/or assisting various outdoor trips including but not limited to: backpacking, rock climbing, whitewater rafting, skiing/snowboarding, hiking, surfing, mountain biking, snowshoeing, and camping. This person will provide programming for those that are 18 years or older, with varying abilities and skills, that are part of the UNLV community. By offering a variety of programs. We hope to champion the idea of Leave No Trace, as well as teach outdoor ethics, desert survival, and fun outdoor recreation outlets. The Trip Leader must be able to work with diverse populations and demonstrate cultural competence while representing CRS. While being a Trip Leader requires a time commitment, it is rewarding job where you will meet great people, learn and develop technical and relational skills, and explore unique places!

Minimum Requirements

- General outdoor interest
- Must be at least 18 years old and an UNLV enrolled student in 6 credits or more.
- Must attend all Instructor Training workshops/trips
- Must have a current driver's license

Preferred Qualifications

- Variety of outdoor experience
- Strong leadership and group facilitation skills.
- Technical knowledge with outdoor equipment.
- Previous experience driving 12 – 15 passenger vans.
- Strong Organizational skills
- Wilderness First Aid or Wilderness First Responder Certification

Certification Requirement

- American Red Cross certifications in CPR, First Aid, and AED - full cost covered by the department
- 12 Passenger Van Driver Safety Training
- Wilderness First Aid Certification (must be achieved within 3 months from hire) – full cost covered by the department

Duties and Responsibilities include, not limited to:

- Maintain safety of all trips as the number one priority
- Share the responsibility with driving and co-piloting a 12 passenger van
- Respond to and follow all risk management/emergency procedures
- Attend to any emotional or medical needs of trip participants as the first responder
- Assist in the planning and development of trips/clinics/classes
- Plan and prepare to lead and guide day, weekend and extended trips, events, clinics and classes
- Prepare thorough trip planning documentation
- Prepare alternate plans for trips in the event unpredictable circumstances arise
- Organize meal plans for trip participants which should include specific dietary needs
- Use the department p-card to purchase food and supplies for each trip

- Reconcile receipts and purchases (gas, food, permits, etc.)
- Must be willing to learn, have a strong desire to work outdoors in all types of weather, and have a high level of professionalism.
- Demonstrate excellent communication skills and have sound judgment
- Work well with peers and colleagues to establish a team environment on trips and in the office
- Ability to resolve conflict in an effective manner
- Possess group management and risk management skills
- Conduct pre-trip/event meetings with participants
- Ability to develop participant's skills and comfort level in a variety of outdoor settings
- Ability to empower and challenge all participants to reach beyond their personal limits
- Provide environmental awareness for all participants
- Assist in promoting and advertising all Outdoor Adventures and Campus Recreation events
- Maintain, clean, organize, and repair Outdoor Rental Equipment
- Provide positive public relations, program promotion and policy education
- Assist and perform pre- and post-trip logistics and administrative tasks
- Scout, inspect and prepare trip locations/sites and necessary equipment
- Maintain files on each event/trip/clinic
- Assist in developing an outdoor resource library
- Submit Incident/Injury report forms with appropriate documentation in timely manner
- Adhere to all UNLV and Campus Recreation policies and procedures on and off campus during all trips/clinics/classes
- Stay current on outdoor trends and practices
- Attend all mandatory meetings
- Complete and submit End-of-the-Semester reports in a timely manner
- Provide a friendly, upbeat and customer service oriented environment at all times
- Adhere to all Campus Recreational Services guidelines
- Able to shadow several trips as a Trip Leader in Training after completing the Trip Leader Training.
- Other duties as assigned

Criteria for Success:

- Ability to successfully complete Wilderness First Aid and CPR, American Red Cross Professional CPR Certification, Van Safety Training, and Blood Borne Pathogens.
- Ability to develop future leadership skills and responsibility within the OA trips program.
- Ability to utilize time management skills to prioritize tasks and responsibilities in a timely manner.
- Ability to identify personal strengths and areas that need improvement.
- Present information verbally in one-on-one settings and small groups.
- Ability to identify how other might be affected by the decisions you make.
- Positively promotes UNLV and CRS to peers and patrons and takes initiative to be involved throughout campus order to develop an affinity to UNLV and CRS for yourself and the patrons.
- Awareness of how personal actions and decisions might impact the surrounding environment.

Transferrable Skills

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| • Leadership & Group Facilitation Skills | • Communication Skills |
| • Problem Solving & Critical Thinking | • Working with a Diverse Constituency |
| • Time Management | • Environmental Stewardship |
| • Organizational Skills | • Professional Development |
| • Customer Service | |

Evaluation will be based on self, peer, and supervisory evaluations.

Reports to: Campus Recreation Management (in order)

1. Outdoor Adventure Program Coordinator – Hannah Doss
2. Director of Campus Recreation – Erin Farrar

Pay Rate: \$8.75 per hour in the office and \$8.75 per hour for outdoor trip work (differs by trip)

Minimum hours you must be available to work: 10 per week