Eastern Washington University  
Student Life / Office of Student Activities  
ASEWU Outdoor Programs (“EPIC Adventures”)

Position Description: Recreation Coordinator II

The Associated Students of Eastern Washington University (“ASEWU”) Outdoor Program – known as EPIC Adventures – is committed to providing positive, challenging, meaningful and affordable experiences that encourage students and staff to explore their potential and embrace learning as a life-long pursuit. EPIC Adventures utilizes the "outdoor classroom" as a tool for individual growth. EPIC offers a variety of fun and challenging outdoor activities, outdoor equipment rentals, group programs, special events and an impressive Adventure Planning Resources Center. Activities and events are scheduled throughout the year, and include: hiking, rock climbing, skiing, whitewater rafting, kayaking, lake tours, snowshoeing, ice climbing, and backcountry travel.

Position Summary:

This position is responsible for activities in three key areas: plan and conduct outdoor adventure programs and activities which include partial day, single day, and multi-day activities, and provide skills based training to staff and program participants; advise/mentor student staff; and fulfill administrative responsibilities associated with the program. Position reports to the Assistant Director of Recreation for Outdoor Programs.

Essential Job Functions: (All the items below are essential job functions = E )

A. Plan, conduct and provide training related to outdoor adventure programs and activities

- Plan group outings for at-large student groups and for special populations.
- Assess the suitability of participants’ physical and mental condition for participating in activities.
- Conduct training for program participants on skills needed to participate in program activities.
- Research and find information, resources, and destinations for program activities, and/or assist program participants in finding needed information.
- Create and maintain documentation for trips and activities, following all university and departmental guidelines and policies, as well as applicable guidelines and policies or regulations of external agencies and organizations.
- Select student staff/volunteers for trip leadership, and ascertain their ability to create and maintain a safe environment for trip participants.
- Prepare and submit trip reports which include trip plans, trip details, actions taken and decisions made; synthesize student staff trip report information.
- Conduct training in skills needed by participants in EPIC activities and trips.
- Conduct training workshops and courses in skills needed by student staff to assist with program activities.
- Conduct training workshops and courses in skills needed by EWU graduates for job placement purposes.

B. Fulfill advising and mentoring role for student staff.

- Advise and mentor student staff and program participants in the area of leadership skills including: group dynamics, community building, and conflict resolution.
- Advise student staff on the planning, implementation, supervision, and safety management of outdoor programs, activities, and outdoor equipment rentals.

C. Responsible for administrative support efforts of running ASEWU Outdoor Programs.

- Facilitate relationships with like minded academic departments to further the mission of ASEWU Outdoor Programs as well as consolidate resources.
- Maintain current records of completed training and certifications for staff and volunteers.
• Conduct cost projections, rental contract development, documentation, and required reporting.
• Update and revise, as needed, participant forms and handouts for destinations and activities
• Conduct training for student staff, trip leaders and volunteers in program support activities, equipment function and maintenance
• Oversee student staff who assist with completion of program processes including: trip registration, computer updating, cash register procedures, records and documentation, distribution of information, development and placement of promotional information/advertising.
• Oversee the EPIC Adventures website including website updates performed by student staff.
• Complete other, related administrative processes associated with the program.
• Oversee or assist with the operation of the equipment rental program, known as “Eagle Outfitters”

Minimum Qualifications: Bachelor's Degree in Recreation, Physical Education or equivalent, and two years experience in Physical Education or Recreation. Two years of additional full-time experience in recreational or intramural sports programs may substitute for the educational requirements.

Selection Criteria:
• Wilderness First Responder and current CPR certification required.
• Advanced skills in at least two or more of the following areas is required: river rafting, rock climbing, skiing (nordic/backcountry), backpacking, map reading and navigation, winter backcountry skills, and rope rescue techniques (rock/river).
• Prefer two years of professional experience in university outdoor programming.
• Experience in budgeting; good computer skills including designing flyers/brochures.
• Experience with risk assessment and management related to overseeing participants in a variety of outdoor adventure programs.
• Preference given to candidates who are certified as an Instructor or Wilderness Steward Instructor with the Wilderness Education Association.
• Other various instructor certifications from organizations in the outdoor industry such as the AMGA, ACA, Rescue 3, etc., would be helpful.
• Experience or familiarity in one or more of the following areas helpful: alpine/telemark skiing, snowboarding, canoeing, white-water kayaking and mountaineering.

Special Notes: This is a 100% time, 12-months per year position with an alternate work schedule. Nights and/or weekend hours should be expected and will be required to fulfill the duties of this position. Weekly work shift will vary throughout the year as activities related to the Department are scheduled; employees will be provided with at Position will oversee and participate in extended events/trips (multi-day trips, up to 16 days) throughout the year. Travel for events/trips is required; valid driver’s license, proof of insurance, and ability to operate/drive cars, trucks, and vans is required. This position, during the course of university employment, will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the vulnerable adults, developmentally disabled, or children under the age of 16. Successful applicant will be required to pass a background check. This is an Agency Shop position.

Position responsibilities entail unique physical and mental demands, including the following: frequent sitting, standing, walking, bending over, reaching overhead, kneeling, balancing, pushing/pulling, lifting/carrying up to 75 pounds, thinking analytically, concentrating on tasks, making decisions, examining/observing details; occasional crawling, climbing, crouching, lifting/carrying up to 100 pounds or over; continuous use of hands/arms/legs, grasping, eye/hand coordination, fine manipulation, talking/effective verbal communication, handling stress/emotions, remembering names/details, adjusting to changes, and maintaining stamina throughout the workday. Environmental factors include: working inside/outside, working within various and changing temperatures, humidity, dry/wet conditions, high places, dirty/dusty/odorous environments, and uneven ground.