About the position

OC Trip Leaders are responsible for leading a variety of activities offered through Viking Outdoor Recreation’s (VOR) Excursions and WOOT Programs. This is an introductory position and individuals of all levels are encouraged to apply. Examples of activities include hiking, backpacking, biking, kayaking, climbing, camping, and other activities. Past experience will be utilized, and new learning pathways will be available.

Position responsibilities

- Help to Plan, Prepare, Propose & Promote Trips
- Leading all Excursions and related activities including WOOT during Summer Quarter
- Operating motor vehicles
- Effective risk management in outdoor activities
- Communication with Coworkers
- Clean, De-issue and Maintain all gear used during program
- Report all broken or damaged gear to Equipment Technicians and/or Excursions Coordinators
- Commitment to continued development of outdoor leadership skills through on-going training opportunities

About the office

The purpose of the Outdoor Center (OC) is to enhance opportunities for students and members of Western’s community to involve themselves in outdoor recreation activities. The OC provides a spectrum of programs, resources and services to enable the students, faculty, staff and alumni association members to safely participate in a variety of outdoor activities, develop and refine skills, practice environmental responsibility, and interact with each other and members of the community.

Office responsibilities

- Engage students, staff, and faculty in the beneficial aspects of nature and recreation.
- Providing unbiased, nonjudgmental, and accurate information and services to customers.
- Engagement in Justice, Diversity, Equity and Inclusion learning and application.
- Actively seeking out and providing mentorship with members of the WWU community.
- Effective communication with all Viking Outdoor Recreation staff members

START DATE: Winter Quarter
END DATE: Fall Quarter

Position continuance offered at end of full term of position
REQUIRED QUALIFICATIONS

• Maintain a minimum credit load during full term of position:
  o Undergrad: 6 credits
  o Grad: 4 credits
• Maintain a minimum of 2.0 GPA.
• Ability to complete entire term of position.
• Possess valid driver’s license
• Must be ≥18 years of age
• At time of hiring, be eligible for employment in the U.S.

PREFERRED QUALIFICATIONS

• Ability to work independently and responsibly
• Strong interpersonal skills
• Desire, or possess, knowledge and skills in the safe practices of outdoor activities (i.e. backpacking, sea kayaking, mountaineering, rock climbing, canoeing, etc.).
• Knowledge and familiarity with on-campus resources
• Ability to work within deadlines and problem solve.
• Strong problem solving skills
• Ability to adapt to evolving needs based on situational context
• Ability to switch between roles as an Educator, Student, Provider, and Friend
• Ability to identify and work on removing inequities, barriers to access, and forms of oppression that may be present in the programming or services related to this position

This job description is subject to change in accordance with the AS Personnel Policy. The Associated Students is an Equal Opportunity Employer. Revised January 2021 by Personnel Director.