

# Co-Manager Outdoor Adventures at the University of Utah, Salt Lake City, Utah

**Salary: 32,000.00 - 35,000.00**

**Type: Full Time - Experienced**

## **Co-manage Outdoor Adventures (OA) for Campus Recreation Services (CRS).**

Outdoor Adventures provides the University community with outdoor equipment rentals, cooperative adventure trips, a comprehensive climbing program, outdoor resource center, special events, and cooperative programming with other university departments.

### **Duties**

- In collaboration with the Co-Manager, organize, manage, and supervise daily operations of OA. This includes the management of daily rental operations, trip program oversight, hiring, training and supervision of student staff, administration of the climbing facility and related programs, and providing support for various University Departments.
- Equipment Rental, Retail, Resources & Services: Manage the inventory, maintenance, replacement, rental merchandise management.
- Provide support of services, including ski and bike repair.
- Manage the resource library, maps, and information access.
- Cooperative Adventure Trips: Supervision of the trip program that provides the University community with a diverse schedule of outdoor adventures each semester. This includes supervision of Graduate Assistants who schedule, hire, train, and supervise trip volunteers, obtain permits, schedule transportation, plan provisions and equipment and conduct pre-trip meetings.
- Climbing Facility and Programs: Responsible for the maintenance, scheduling, staffing, risk management, and policy implementation that will ensure a safe and rewarding environment for facility users. Additionally, since this is a new element for CRS, develop, execute and supervise a full range of climbing activities and classes for the university community.
- Student staff supervision, which includes hiring, training, scheduling, evaluation, and payroll.
- Housing and Residential Education Liaison: Work with the residence advisor from the Outdoor Leadership Floor to coordinate outdoor activities for floor residents. In collaboration with HRE, coordinate RA training.
- Administrative: In collaboration with the Co-Manager, manage and organize the following: academic department support; supervision of student interns; administration of events such as the Banff Film Festival; establish guidelines and procedures for OA; ensure compliance with policies, rental fees, administration requirements, and rental rates; submit participation reports, annual report and other required program information.
- Problem Solving: In collaboration with the OA Co-Manager, the incumbent provides independent oversight and decision making for all equipment management, activities,

programs, scheduling, and staffing for OA. Appropriate application of guidelines and policies is crucial, as selected staff are responsible for making decisions in life threatening situations.

- Communicates effectively with all guests and program participants.
- Ability to work with multiple levels of personalities and respond to both operational changes and emergency situations.

#### **Requirements**

- Bachelor's degree.
- Two/three years full-time experience in the management of an outdoor recreation Program or equivalency
- Demonstrated knowledge of the technical skills related to outdoor recreation equipment and programs
- Climbing wall management experience and/or training
- Two years full-time experience coordinating outdoor adventure trips
- Instruction in outdoor activities
- Product purchasing
- Knowledge of risk management and environmental facilities
- Excellent guest service skills required.
- Certification in First Aid, CPR, and Wilderness First Responder preferred.

To Apply: Follow this link: <https://utah.peopleadmin.com/hr/postings/27428>

For more information contact Rob Jones at [rjones@crs.utah.edu](mailto:rjones@crs.utah.edu) or 801-581-8516

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