Department of Athletics
Director of the Outdoor Recreation Center

Colorado School of Mines Department of Athletics invites applications for the Director of Outdoor Recreation Center (ORC). Colorado School of Mines is a public research university devoted to engineering and applied science. Located along the front range of the Rocky Mountains in Golden, Mines is just minutes away from Boulder and Denver, offering a unique combination of mountain living coupled with large city amenities. Golden is home to a kayak course, multiple rock and ice climbing locations, and abundant hiking and biking trails that are within walking/biking distance of campus. More than 300 days of sunshine a year make Golden an ideal location to program year-round outdoor recreation activities.

The ORC facilitates trips, workshops, and events that include, but are not limited to: hiking, camping, biking, caving, skiing/snowboarding, rock and ice climbing, canyoneering, snow shoeing, mountaineering, avalanche training, and whitewater boating. The ORC is located in the 110,000 sq. ft. Student Recreation Center which opened in May 2007. This facility includes a 4,000 sq. ft. climbing wall, an outdoor climbing boulder, a trip planning room, resource room, bike shop, ski shop and rental center.

Responsibilities:
Reporting to the Assistant Athletic Director/Director of Recreational Sports, the Director of the ORC will work to support the mission and core values of the University and Department, and assist with facility management as needed. Duties include:

- Organize, administer, and evaluate all aspects of the ORC including the management of special events and workshops; rock wall; rental center; bike and ski shop; day, overnight, extended and international trips and the resource center.
- Plan and develop programs, policies and marketing plans for the ORC.
- Manage a comprehensive budget, including the management of all expenditures and the generation of revenue for the ORC, as well as daily deposits and the point of sale (POS) system.
- Manage all risk management concerns for the program in conjunction with the Director of Recreational Sports.
- Teach two Physical Activity Rock Climbing classes for credit each semester
- Supervise the hiring, training, scheduling, evaluation, discipline and payroll of over 30 ORC student workers.

Qualifications:
Required are a Bachelor’s degree in Sports Management, Recreation, Physical Education or related field and work experience in a university outdoor recreation program. Other requirements include: experience leading backcountry trips; climbing wall work experience and fiscal management experience. The successful candidate must possess excellent written, oral and interpersonal skills; outstanding customer service skills and computer literacy. Must also possess a valid driver’s license and Wilderness First Responder (WFR) Certification and be able to work some nights and weekends.
Preferred Qualifications include:

- A Master’s Degree in Sports Management, Recreation, Physical Education or related field
- Demonstrated knowledge of maintenance and repair of recreation equipment, particularly skis, snowboards and bikes
- Recreation equipment rental experience
- Active NIRSA Membership
- Active AORE Membership
- Current certifications in the following:
  - CPR/First Aid Instructor
  - Wilderness First Aid (WFA) Instructor
  - WEMT Certification
  - Completion of an Avalanche Level One course
  - Single Pitch Instructor Certification
  - Climbing Wall Instructor Provider
  - NIRSA Registered Collegiate Recreational Sports Professional (RCRSP)
- Experience with other institutions or universities (i.e. NOLS, Outward Bound, etc.)
- Demonstrated knowledge and experience working with local, state and federal agencies to procure proper permits for leading groups in wilderness areas
- Strong leadership abilities
- Demonstrated skill in training student staff
- Successful purchasing experience in analyzing products and services as well as developing RFPs
- Previous experience in strategic planning and assessment

Compensation:
Salary and benefits will be commensurate with qualifications and experience. Mines also provides an attractive benefits package including fully paid health insurance, dependent tuition benefits, parental leave policies and dependent care assistance through a flexible spending plan.

How to Apply:
Applicants must submit a letter of application, resume, experience log and the names and contact information for three professional reference to: Colorado School of Mines, Human Resources Office, Search #14-440120, 1500 Illinois Street, Golden, CO 80401, Fax: (303) 384-2025.

Electronic applications are encouraged and will be accepted at fsearch@mines.edu. If using this method of application, please put the search number as indicated above (in bold) in the subject line to ensure that your materials are properly forwarded to the search committee.

Review of applications will begin by December 4, 2013.
Mines is an EEO/AA employer and is committed to enhancing the diversity of its campus community. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Employment with Mines is contingent upon the satisfactory completion of a background investigation

Rob Thompson, RCRSP
Assistant Athletic Director/Director of Recreational Sports
COLORADOSCHOOLOFMINES
303-273-3907
http://inside.mines.edu/REC-Recreational-Sports
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