

OUTDOOR ADVENTURES ASSISTANT

Duke Recreation and Physical Education

Duke University
Durham, North Carolina
Full Time – Entry Level Position
Salary - \$30,000

Essential Functions of the Job:

Outdoor Adventures Assistant Reports to the Director of Outdoor Adventures. Assist with management of the daily business for Outdoor Adventures, which includes an indoor climbing wall, outdoor trips and clinics program, equipment rental center, wide range of specialized programs, activities, events, and projects that support the Department of Recreation and Physical Education. Collaborate with the University community and outside agencies to establish and implement priorities for outdoor adventure programs, events, and activities.

Manage The Outpost equipment rental program including inventory, inspections, maintenance, and purchasing. Conduct maintenance and maintain accurate inventory for all outdoor equipment. Recruit, schedule, and train staff members on proper cash handling procedures and policies and procedures that pertain to the Outdoor Adventures Program. Supervise, evaluates and disciplines student staff members.

Develop, plan, and co-instruct trip leader training including basic camp craft skills, rock climbing, canoeing, kayaking, and backpacking. Assist with oversight of rock climbing wall operations, maintenance, and staff development. Co-lead outdoor trips including rock climbing, kayaking, backpacking, hiking, canoeing, caving, skiing/snowboarding excursions that range 1-6 days in length. Assist with planning and implementation of special events including adventure races and rock climbing competitions

Specialized Minimum Qualifications:

Bachelor's degree from an accredited institution in Recreation, Leisure Studies, Physical Education, Sport Management, Youth & Human Services Management, or related field. Trip leading experience in two or more of the following activities: backpacking, rock climbing, white water kayaking, sea kayaking, mountain biking, and the ability to develop and facilitate trip leader training. Must have the ability to obtain CPR/AED and Wilderness First Responder certifications within 3 month of hire date. Previous experience with outdoor equipment rental procedures. Must display good judgment, think independently and make sound decisions for everyday emergency situations.

Preferred Qualifications:

Master's degree from an accredited institution in Recreation, Leisure Studies, Physical Education, Sport Management Youth & Human Services Management, or related field. Professional experience developing and administering outdoor programming in a culturally diverse environment. Demonstrated experience administering risk management practices for recreation programs. Current certifications through ACA, AMGA, AAI, PCIA, ACCT, LNT, WMI, SOLO. Demonstrated pursuit of personal professional development through participation in a national industry association or organization (AORE, ACCT, WEA, AEE, or NIRSA).

Please submit a cover letter, professional resume, and three professional references directly to the bluefishjobs website at - <http://www.bluefishjobs.com/jobs/?showMoreOptions=true#/detail/5656541/1,false>.

Application materials must be submitted by 5:00PM EST on Friday, October 25th.

Nathan McKinnis

Director, Outdoor Adventures

Duke University

Recreation & Physical Education

Office: (919) 613-7536

Fax: (919) 681-6181

<http://recreation.duke.edu/>

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