Position Announcement | Outdoor Adventure Center Coordinator

Working Title: Outdoor Adventure Center Coordinator

Application Deadline: March 2, 2014

Function Statement / Summary of Duties: The coordinator is responsible for planning, implementing, and assessing outdoor adventure-based courses and clinics, for the day-to-day operations of the climbing facility, and for managing the department’s outdoor equipment rental program. Implementing adventure-based programs includes: instructing courses, training and developing student staff in outdoor leadership, supervising/vetting specialized instructors, setting fees for fiscal responsibility, and establishing best practices for risk management. The coordinator will collaborate with campus partners, especially academic units, to establish field-based opportunities for academic credit. Serving as a mentor for aspiring student leaders and a champion for the Office of Student Life initiatives will be over-arching themes for this position.

Essential Duties:
40%: Plan, implement, and evaluate student and instructor led outdoor adventure trips for Recreational Sports members; engage in budget planning process and pricing for trip program.

40%: Recruit, train, supervise and evaluate student staff for the trip program, climbing center facility and equipment check out room including creating opportunities for student staff to gain competencies in outdoor leadership; oversee operation of equipment check out room and maintain inventory; maintain and update OAC inventory within the asset management system; provide general oversight and supervision of the climbing center facility emphasizing the implementation of best practices relative to the climbing industry.

15%: Manage area specific budgets ensuring costs (student/professional staff instructors, food/equipment purchases, transportation, marketing, office costs, permits and any other costs) align with income.

5%: Collaborate with campus partners to establish engaging, student-focused programs and work with academic units to offer programs for academic credit.

Additional Information: Requires successful completion of a background check.

Education/Skills/Experience:

Required: Bachelor’s Degree or an equivalent combination of education and experience.

Desired: Master’s Degree; Wilderness First Responder or above; ACA Kayak Instructor Certification, AMGA Single Pitch Instructor, Leave No Trace Master Educator, 1-2 years of experience managing/directing an outdoor adventure center/rock climbing facility; working knowledge of team-building initiatives; knowledge and one year of experience in international travel; knowledge of Microsoft Office and CSI NG.

Anticipated Hiring Salary: $38,000 - $41,000

Benefits: The University offers a comprehensive benefits package including: medical, dental, vision and life insurance; tuition authorization, paid vacation and sick leave; ten paid holidays; and Ohio Public Employees Retirement System (OPERS) or Alternative Retirement Program (ARP).

For More Information Contact: Matt Hartman, Assistant Director of Outdoor Adventure Center, Hartman.506@osu.edu

For Consideration: Go to: www.jobs.osu.edu and follow the link View OSU Job Opportunities
The Ohio State University will only accept applications and materials submitted electronically through this Human Resources link.

The Ohio State University is an Equal Opportunity, Affirmative Action Employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.