UNIVERSITY OF WISCONSIN-STOUT

VACANCY ANNOUNCEMENT

JOB DETAILS

Appointment Type: Professional Academic Staff
- Department/Unit: University Recreation
- Title: Recreation Specialist – Stout Adventures Coordinator
- Appointment Percentage: 100% (12 months)
- Anticipated Start Date: 5/12/2014
- Term: 12-month initial appointment, renewable

QUALIFICATIONS

Required Qualifications
- Bachelor’s degree in Recreation, Health, Physical Education, Outdoor Recreation, or related field
- Minimum two years of professional experience developing and implementing adventure/outdoor recreation programs, including climbing wall, challenge course, trips, clinics, and/or equipment rental
- Wilderness First Responder certification
- Minimum two years of experience supervising student employees

Preferred Qualifications
- Master’s degree in Higher Education, Recreation, Health, Physical Education, Outdoor Recreation, or related field
- ACA or BCU Sea Kayak certification
- AMGA, CWA or PCIA Climbing Wall Instructor certification
- AMGA or PCIA Single Pitch Instructor certification
- American Red Cross First Aid, CPR, AED, and Wilderness First Aid Instructor certification

RESPONSIBILITIES

The Stout Adventures Coordinator reports to the Assistant Director of University Recreation in all aspects of the position responsibilities. Primary responsibilities include implementing, promoting, directing and supervising the daily operations of the Stout Adventures programs, including the climbing wall, challenge course, trips, clinics, and equipment rental. Additionally, this position serves as a member of the University Recreation Department and as such participates in all departmental functions. Specific responsibilities include:

30% - Climbing Wall, Equipment Rental & Stout Adventures General Operations
- Manage all aspects of Stout Adventures and the climbing wall, including membership sales, preventative maintenance of equipment, purchasing of new equipment, and student/community/youth programming
- Recruit, hire, train, supervise, and evaluate one intern, one student manager, and approximately 15 climbing wall employees
- Oversee the management and maintenance of all equipment utilized for rental and trips
- Assist in the management of the Stout Adventures budget
- Maintain and regularly update the climbing wall risk management and emergency action plan
- Coordinate, implement, and develop the ROCKFEST climbing competition, as well as other special events
- Actively participate in the planning of the Wisconsin Indoor Climbing Series (WICS)
- Oversee all cash management processes for Stout Adventures
- Maintain all Stout Adventures-related pages of the University Recreation website
- Advise the Stout Association of Outdoor Recreation & Education (SAORE) student organization
• Foster positive relationships on and off campus to promote Stout Adventures within the UW-Stout and Menomonie communities
• Maintain a positive, clean, safe, and inclusive environment in Stout Adventures and all related programs/facilities
• Continuously assess policies and processes to improve overall program quality

30% - Challenge Course
• Oversee the Challenge Course and all implements and equipment associated with the course
• Promote and schedule the Challenge Course to UW-Stout groups, the Menomonie community, and surrounding area, and meet annual reservation/revenue targets
• Recruit, hire, train, supervise, and evaluate a student manager and 10 Challenge Course facilitators
• Schedule and conduct routine maintenance inspections for all Challenge Course elements and equipment
• Maintain and regularly update the Challenge Course risk management and emergency action plan

30% - Trips & Clinics
• Recruit, hire, train, supervise, and evaluate approximately 6 volunteer trip leaders to lead trips in a variety of activities such as rock climbing, backpacking, canoeing, skiing, sea kayaking, etc.
• Supervise all aspects of trip and clinic planning, including registration, pre-trip meetings, equipment needs, and safety procedures
• Maintain and regularly update the domestic & international trips risk management and emergency action plans

10% - Certifications
• Organize and coordinate all aspects of American Red Cross trainings for seven professional and approximately 140 student employees in University Recreation
• Maintain records of all University Recreation staff certifications
• Conduct regular inspections and maintenance of AEDs within the Recreation/Athletic Complex
• Serve as a liaison and coordinate American Red Cross trainings for various UW-Stout departments

DEPARTMENT INFORMATION

University Recreation (Urec) provides the UW-Stout campus community with a variety of recreational and leadership opportunities in Aquatics, Facilities, Fitness, Intramural Sports, Marketing, Sport Clubs, and Stout Adventures. Five professional staff members, two interns, and more than 130 student employees work together to make Urec “a place for lifelong learning and lifetime fitness.” For more information about Urec programs and services, visit us online at www.uwstout.edu/urec/.

CAMPUS INFORMATION

A member of the University of Wisconsin System, UW-Stout serves approximately 9,300 students in 20 graduate and 40 undergraduate programs. UW-Stout is a 2001 Baldrige Award Recipient, supporting a progressive, learning-centered, quality-based educational environment that is focused on continuous improvement. A leader in adopting new technology, UW-Stout is a digital campus and all faculty and staff are required to use available technology in their positions including course delivery. Increasingly, courses are offered via alternative delivery methods and time frames. Faculty members are responsible for teaching, advising, research and scholarly activity, and service.

The university is located in Menomonie, situated in western Wisconsin, 60 minutes east of Minneapolis-St. Paul on Interstate 94; located in the scenic Chippewa Valley Region with a population base of more than 200,000. Menomonie is a city of 16,000 surrounded by lakes, streams and woodlands. For more information about the Chippewa Valley region, go to https://www.uwstout.edu/about/community.cfm.
SPECIAL NOTES

As an equal employment opportunity & affirmative action employer, UW-Stout is committed to inclusive excellence and is actively seeking applications from individuals from diverse groups. In compliance with the Wisconsin Fair Employment Act, employment will be contingent upon a criminal background check.

It is the policy of UW-Stout to provide reasonable accommodations to qualified applicants with disabilities. If you need assistance, or accommodation in applying because of a disability, please contact us using the information below. Employment opportunities will not be denied because of the need to make reasonable accommodations for a qualified individual’s disability.

Unless confidentiality is requested, names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

For campus safety information and crime statistics, visit http://www.uwstout.edu/hs/upload/2012-Updated-Final-Clery-Report.pdf

TO ENSURE CONSIDERATION

Completed applications must be submitted by 3/9/2014.

ADDITIONAL INFORMATION

Competitive salary commensurate with qualifications and experience. The UW System provides an excellent benefits package including participation in the Wisconsin State retirement plan.

- Benefit Details: http://www.wisconsin.edu/hr/benefits/uben.pdf
- Total Compensation Estimator: http://www.wisconsin.edu/hr/benefits/compest/

TO APPLY

All applicants must apply online through the UW System Careers portal at https://www.uwstout.edu/hr/How-to-apply.cfm and refer to position ID# 9458.

Your application will not be considered complete until all required documents are attached and all required fields are completed. Please note: Once you have submitted your application and attached materials you will not be able to go into the system and change them.

Please be sure you have included the following documents:

- Cover letter specifically addressing your qualifications
- Current resume or vita
- Names and contact information for three current references
- Unofficial copies of transcripts

Before you get started with the online application process, we recommend you preview the frequently asked questions (FAQs) by visiting the site below: https://helpdesk.wisc.edu/images/group61/21900/TAMFAQ_CandidateGateway.pdf

External applicants can also view the FAQs after accessing the online system by clicking on the "Help" link in the upper right corner.

If you have application questions call or e-mail:
Melissa Rappley
Phone: 715-232-2224
Email: rappleym@uwstout.edu