

Posted: 06/08/2018

Annual Salary Range: \$36,000.00-\$40,000.00

Status: Full-time



The College of Idaho invites applications for an **Outdoor Program Director**. The Outdoor Program Director is expected to plan, organize, supervise, and promote a comprehensive outdoor education and recreation program, which includes intramural sports.

### **Essential Functions**

- Direct, supervise, evaluate, promote, and lead a team of student and professional staff in providing a comprehensive, leave-no-trace outdoor program.
- Oversee an equipment rental program, and ensure an appropriate inventory of properly maintained outdoor equipment.
- Oversee supervision and maintenance of climbing wall.
- Develop a schedule of programs and activities for outdoor program and intramural sports.
- Collaborate with faculty, staff, and students to plan, implement, assess and evaluate new and current program operations within outdoor program and intramural sports, including potential revenue-generating opportunities.
- Develop short and long-term strategic plans for outdoor program and intramural sports consistent with the mission of The College of Idaho and goals of the Student Affairs Division.
- Ensure compliance with appropriate safety and risk management practices, liability policies and procedures, and emergency action plans.
- Manage operational budget.
- Develop and support research and assessment efforts regarding student learning outcomes and student involvement/satisfaction with outdoor program and intramurals sports that are focused on the importance of campus recreation services to student recruitment and retention efforts.
- Collaborate with the Marketing and Communications Department to generate marketing materials and enhance promotional efforts to reach College of Idaho faculty, staff, students, prospective students, alumni, and the local community.
- Teach an outdoor leadership special topics course, serve as the faculty of record for internships and independent studies, and collaborate in the management of the Outdoor Leadership minor.
- Collaborate with the Health and Human Performance, Environmental Studies, and other academic departments to provide activity courses and field experiences.
- Serve on Division or College committees as appropriate.
- Actively participate in relevant professional associations, e.g. AORE and NIRSA.

### **Knowledge, Skills, and Abilities**

- Excellent communication skills, both oral and written, in English.
- Must be self-motivated, and comfortable working independently.
- Detail oriented while adhering to guidelines, performance standards and policies.
- Must possess a strong work ethic and unquestioned personal integrity.
- Ability to maintain a high level of customer services.
- Working knowledge of Microsoft Office Word and Excel.

### **Minimum Qualifications**

- Bachelor's degree from an accredited institution in Recreation, Leisure Studies, Physical Education, Sport Management, or related field.
- Professional and student staff supervision and development experience.

- Experience leading outdoor, field-based experiences.
- Wilderness First Aid, or American Red Cross FA/CPR/AED certification.
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

### **Preferred Qualifications**

- Master's degree from an accredited institution in Recreation, Leisure Studies, Physical Education, Sport Management, or related field.
- Wilderness First Responder certification (or a willingness to obtain certification).
- Climbing experience and certification through AMGA or PCIA.
- Professional experience developing and administering outdoor programming in a culturally diverse environment.
- Teaching experience.

The College of Idaho values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the College's mission are also required.

Founded in 1891, The College of Idaho is the state's oldest private college. The C of I has a national reputation for academic excellence and for preparing successful graduates, including seven Rhodes Scholars, three governors, four NFL players and countless business leaders and innovators. The College is located on a beautiful campus in Caldwell, a community of 50,000 located in Idaho's vibrant Treasure Valley. Campus is just 30 minutes from downtown Boise, a thriving city with a multitude of dining and entertainment options including the Idaho Shakespeare Festival, the Boise Philharmonic Orchestra, professional sports and more. The area also offers world-class opportunities for hiking, camping, fishing, skiing, mountain biking and whitewater rafting.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to [hr@collegeofidaho.edu](mailto:hr@collegeofidaho.edu). Application review will begin immediately. Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho, please visit [www.collegeofidaho.edu](http://www.collegeofidaho.edu).

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.