

Posted: 04/26/2021

Hourly range: \$18.00-\$20.00

Status: Non-Exempt, Part-time (20 hours per week)



The College of Idaho invites applications for an **Outdoor Program Experiences Coordinator**. This position will be responsible for assisting the Outdoor Program Director in planning and executing student Outdoor Program and Intramural sports experiences.

### **Essential Functions**

- Assist a team of student and professional staff in providing a comprehensive, leave-no-trace outdoor program and inclusive intramural sports program.
- Assist director and students in facilitation of programs and activities for outdoor program and intramural sports.
- Work closely with student leaders to plan, execute, and learn from off-campus student-led experiences.
- Work closely with athletics and facilities to reserve spaces for Intramural Sports and train student director to manage intramural sports recruitment and programming.
- Assist director in securing permits for use of Federal and State public lands.
- Ensure compliance with appropriate safety and risk management practices, liability policies and procedures, and emergency action plans laid out by Outdoor Program Director.
- 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.
- Actively participate in relevant professional associations, e.g. AORE and AEE.
- Complete other duties as assigned.

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

- Excellent communication skills, both oral and written, in English.
- Self-motivated and comfortable working independently.
- Detail-oriented and able to adhere to guidelines, performance standards, and policies.
- Strong work ethic and personal integrity.
- Ability to maintain a high level of customer service.
- Experience with and commitment to diversity, equity, and inclusion.
- Working knowledge of Microsoft Office Word and Excel.

### **Qualifications**

#### **Minimum**

- 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.
- Expertise in at least one outdoor recreational activity (i.e., kayaking, climbing, etc.).
- Wilderness First Responder certification (or a willingness to obtain certification within 90 days of hire).
- Current valid driver's license, and vehicle insurable with a good driving record in accordance with College of Idaho's vehicle policy.

#### **Preferred**

- Climbing experience and certification
- Paddling Experience and certification

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

Candidates meeting qualifications listed above should submit a cover letter addressing their qualifications for the position, a current résumé, and the names and contact information of three (3) references, two (2) management and one (1) professional to [hr@collegeofidaho.edu](mailto:hr@collegeofidaho.edu). Application review will begin immediately; applications will be accepted until suitable candidates are selected.

With over 125 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an inclusive community of exceptional learning that challenges the ambitious and forges pathways to success and purpose. 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 academic excellence through a diverse and inclusive workforce. [Our Representation, Inclusion & Equity Statement](#)