

Seattle University Recreation:
Outdoor
Title: Coordinator

About UREC

University Recreation (UREC) includes the following program and operational areas: Aquatics, Competitive Sports (intramural sports and sport clubs), Facilities, Fitness, Marketing, and Outdoor.

University Recreation inspires, educates, and empowers the Seattle University community to live happier, healthier, and more successful lives. Whether it is promoting wellness, providing worthwhile recreational activities, or building community, the Department of University Recreation is an integral component of a Seattle University student's holistic education.

UREC is a part of the division of Student Development therefore, we are committed to creating a vital and engaged campus community that challenges and supports undergraduate, graduate, and professional students to learn and develop the knowledge, skills, and values needed to lead and serve in an interdependent, global society.

UREC Values

- *Student Focused: UREC is committed to ensuring the student experience is positive and transformative. We lead with the students' needs first.*
- *Community: Recreation provides individuals the ability to connect with others and create meaningful relationships. We work to ensure all students and UREC members feel connected and that they belong.*
- *Proactive: AUREC intentionally assesses programs, policies, procedures and risk to ensure high quality experiences that align with Seattle University.*
- *Learning Focused: Our unique work environment provides the opportunity for students to put skills and education into practice. We focus on the personal and professional growth of students.*
- *Fun: UREC supports the mind, body, and spirit through a variety of recreational programs that inspires joy and playfulness.*

Coordinator Position Summary

The Coordinators are a collection of student leaders that work in and represent the Outdoor program, with one student leader for each of the 6 outdoor recreation programming areas: Bike, Climb, Service, Snow, Trail, and Water. Each Coordinator will serve a minimum of one year on the board. This is an at-will, volunteer leadership position for the academic year. Their primary functions are to provide strategic leadership for their area and the overall program, to be trained in wilderness emergency response skills and safety management while in the field, and to teach/model environmental sustainability practices. As members of the "C-OAR team," they will additionally serve as policy co-contributors, group facilitators, event planners and leaders, and as a mentor to Trip Leads and other upcoming student leaders and participants in the Outdoor program.

Length of Term:

- All positions are hired in the winter, start training in spring and start leading in September for a full academic year.
- Maximum service in a Coordinator role is two years; a third year is possible if serving in a different role and taking on more leadership within the program.
- If selected for the position, you are required to attend ALL of the following trainings (no exceptions):
 - New hire orientation: April 9
 - SU's iLead Conference: April 23-24
 - OAR Spring Training trip: May 14-16
 - For most new leaders: Wilderness First Aid course @ SU: June 12-13, or WFR course (tbd)
 - OAR Fall Training: September 13-16
 - OAR In-Services (2-8hrs): TBD for Oct / Nov / Jan / Feb / Apr / May

Primary Responsibilities

- Lead at least 3 trips per quarter (preferably in your area of oversight).
 - Submit Trip Proposal to gain approval from the Outdoor Director; at least 3 weeks prior to trip.
 - Follow and teach Leave No Trace policy; conducting trips with minimal impact on the environment in accordance with LNT ethics.
 - Meet with the Outdoor Director to debrief the trip within 72 hours of return.



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- Attend monthly C-OAR Team Meetings (rotating facilitation).
- Attend monthly leader In-Services: Oct, Nov, Jan, Feb, Apr, May.
- Complete a minimum of 6 (if a returner: 3) continued education/certification/professional development opportunities of your choosing.
- Demonstrate knowledge and experience with your particular area of interest including; instruction, activity etiquette and safety practices, proper equipment usage and maintenance.
- Active mentorship: developing both the individual(s), as well as the activity area, for future success.
- Work professionally and responsibly, cognizant that you are representing Seattle University, the University Recreation department, and the Outdoor program.

Coordinators are expected to reduce and manage risks:

- The number one expectation is to be pro-active risk managers during all aspects of trip planning and facilitation.
- Understand, personally model, and effectively communicate safety policies, rules and procedures to participants.
- Ensure that participants understand and adhere to said policies, especially where individual and group safety is concerned.
- Ensure that all items of group and personal equipment are in good working order pre-departure.
- Provide clear instruction while teaching lessons and provide participants with constructive input.
- Treat co-leaders and participants with respect, dignity, and concern for their wellbeing, effectually fostering inclusive community within the group.
- Provide leadership within the boundaries of your training, experience, and practice. You are responsible for yourself, your co-lead, and your participants.
- Know and follow the Outdoor program's emergency response protocols
- Report any incidents, accidents, or near misses that occur during the outing.

Additional Responsibilities

- Contribute approximately 30 hours per quarter (or 90 hours for the year) to the management and operating of the Outdoor program (as part of earning the quarterly Coordinator Scholarship, see *Compensation*).
- Respond to Outdoor professional staff, leaders, and participants in a timely manner.
- Meet with the Outdoor Director quarterly for individualized leadership development meetings.
- Promote upcoming events/trips/courses and further represent the Outdoor program at various marketing opportunities.
- Work as a team member and support others' initiative and leadership. Also, be able to work independently, take initiative, and follow through.
- Maintain current certifications as required of this position (see certification and responsibilities outline specific to the Coordinator role under the *Qualifications* header).

Qualifications (as appropriate to area of specialty)

Minimum

- Must be currently enrolled and making progress toward an academic degree; only students with a 2.25 GPA or higher will be considered.
- Have a passion for the natural world; especially expanding inclusivity in outdoor recreation (for under-represented peoples, persons with varied physical ability levels, folks new to the outdoors building beginner skill and experience levels, etc.).
- Have at least intermediate-level experience in one or more outdoor activities— backpacking, kayaking, environmental service, road or mountain biking, ski/boardng, rock climbing, etc.
- Have experience or show evidence of leadership ability—including personal maturity, sensitivity to others, planning and organizational skills, motivation of self and others, and “always on” positive representation.
- Have previous experience teaching or presenting to others in an engaging and participatory manner.
- Certifications required must be current or completed by September 13 (no exceptions; cannot lead a trip without these). If hired, the Outdoor program will cover the full cost of the course; appropriate to the



area

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of specialty for which the Coordinator is selected (see below). It is suggested that you get trained in late spring/summer, or as soon as offered if winter-specific training (like an Avalanche course). Some of the certification listed below have equivalent certifications (i.e. Outdoor Emergency Care could substitute for Wilderness First Responder); confirm with Outdoor Director before registering for alternative courses.

Preferred

- Experience with event/trip planning is preferred.
- It is desirable, but not required that you become an authorized Van Driver, cleared with SU’s Public Safety (3+ years of driving experience, no major accidents/moving violations in the last 3 years, etc).
- It is desirable, but not required that you have leadership experience with one of Seattle University’s programs such as Housing and Residence Life; involvement with the Connections Leadership Program; professional experience with outdoor leadership; or have participated in National Outdoor Leadership School, or Wilderness Education Association or similar courses.

Coordinator Role	Certifications to Obtain	Position Specific Responsibilities
Bike	<ul style="list-style-type: none"> • Wilderness First Responder (WFR) 	<ul style="list-style-type: none"> • Facilitate leader training to teach Outdoor systems • Teach bike maintenance and road-side repair skills
Climb	<ul style="list-style-type: none"> • Top Rope & Lead Belay • Climb Site Management • Wilderness First Responder (WFR) 	<ul style="list-style-type: none"> • Organize weekly informal climbing groups, per quarter • Facilitate leader trainings to teach Outdoor systems
Service	<ul style="list-style-type: none"> • Wilderness First Responder (WFR) 	<ul style="list-style-type: none"> • Organize service-oriented projects, often in conjunction with external organizations. • Educate on environment impact and justice issues
Trail	<ul style="list-style-type: none"> • Wilderness First Responder (WFR) • Winter Travel & Camp 	<ul style="list-style-type: none"> • Facilitate leader training to teach Outdoor systems • Teach backpacking and teach camping skills
Snow	<ul style="list-style-type: none"> • Wilderness First Aid (WFA) • Winter Travel & Camp (or Avy) 	<ul style="list-style-type: none"> • Organize weekly snoVans and tubing (winter qtr) • Facilitate weekend snow trips
Water	<ul style="list-style-type: none"> • Lifeguard • Waterfront/Open Water Rescue • Kayak Rescue • Wilderness First Responder 	<ul style="list-style-type: none"> • Teach paddle technique and marine safety
All Positions	<ul style="list-style-type: none"> • Adult CPR / AED • Leave No Trace 	<ul style="list-style-type: none"> • Model and educate participants on LNT ethics and the etiquette appropriate for that activity

Compensation

- A \$500 quarterly scholarship, to be paid at quarter’s end, dependent on whether all previously outlined requirements are met to the satisfaction of the Outdoor Director.
- Over 80+ hours of training covering: leadership, facilitation, group dynamics and interpersonal management skills, program development, trip planning, risk management, technical outdoor skills, and ethical care of the outdoors.
- Experiential learning: training knowledge applied and practiced via Outdoor trips, multiple levels of feedback.
- Individualized leadership development and mentorship from other leaders and the Outdoor Director.
- Outdoor program training costs and required certifications covered; professional development grants may be available for additional trainings if needed/appropriate.
- All costs covered for the trip if serving in a designated leadership role; as well as any fees for other Outdoor program trips you wish to participate in (note: any additional costs not covered for regular participants –gear rental, lift tickets, so on- is on your own).
- Being a valued and vital part of SU’s outdoor community – nature geeks, educators, learn-by-doers, and socially-minded persons.

Application Process and Timeline



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- Submit the following application materials **by 5pm on February 1st, 2021** by email (outdoor@seattleu.edu):
 - A completed Outdoor Leader Application form, found at www.seattleu.edu/recreation/outdoor
 - A cover letter communicating:
 - What have you learned about yourself as a leader (in any context, not just outdoors)?
 - What influential person or experience has prompted you to pursue a leadership position in the context of the outdoors?
 - Why is it important to offer outdoor recreation to the Seattle University community?
 - Your resume (simple format is ok—just want an idea of previous work and leadership experiences)
 - Completed list of other commitments you have during the upcoming 22-23 academic year. This should include: study abroad, labs, other leadership positions, clubs, clinicals, senior design project, work (paid or volunteer), and any other serious time commitments you partake in.
- All applications will be reviewed and, if selected, interviews will occur during the week of Feb 8th.
- Additional materials will be collected at time of hire to formalize the role, including but not limited to:
 - Clearance from the Integrity Board to confirm good standing as a student leader.
 - Complete and submit a background check through the Dept. of Public Safety.
 - Submit application for Driver Authorization through the Dept. of Public Safety.
 - Supply a photo (emailed to outdoor@seattleu.edu) for the UREC website.

Contact Information

If you have questions about the positions or the application process, contact:

Mileva Huljev, Assistant Director for University Recreation, Outdoor

Phone: 206-296-6418

Email: huljev@seattleu.edu

Non-Discrimination Policy

The University provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, political ideology, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, and leaves of absence, compensation, benefits and training. The University administers all policies, practices and procedures in ways that are consistent with the University's Catholic and Jesuit character.

