

Seattle University Recreation:
Outdoor
Title: Trip Lead

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.*

Trip Lead Position Summary

Trip Leads are the co-leaders of the Outdoor program's day and overnight outings, and additionally support campus activities and events. Their primary functions are to serve in leadership roles for outings, to be knowledgeable of and teach wilderness skills and safety management, to reduce risks while in the field, and to teach/model environmental sustainability practices. This is an at-will, volunteer leadership position for the academic year. Persons interested in being Trip Leads will have the opportunity to gain leadership experience in specific activity areas and if interested, will be mentored by and/or shadow Coordinators into more advanced responsibilities within their leadership roles.

Length of Term:

- All positions are hired in the winter, start training in spring and start leading in September for a full academic year.
- 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
 - OAR Fall Training: September 13-16
 - OAR In-Services (2-8hrs): TBD for Oct / Nov / Jan / Feb / Apr / May

Primary Responsibilities

- Co-lead at least 6 trips for the year.
 - Collaboratively plan trips/events with the appropriate area Coordinator or Trip Lead.
 - Submit a 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.
- Attend monthly leader In-Services: Oct, Nov, Jan, Feb, Apr, May.



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- Complete a minimum of 6 (if a returner: 3) continued education/certification/professional development opportunities of your choosing.
- Work professionally and responsibly being cognizant that you are representing Seattle University, the University Recreation department, and the Outdoor Program.

Trip Leads 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 or near misses that occur during the outing.

Additional Responsibilities

- 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 offered by 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.

Qualifications

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 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.
- Current Adult CPR and Wilderness First Aid (or equivalent) certifications completed by September 13 (no exceptions; cannot lead a trip without these). If hired, the Outdoor program will cover the full cost of the WFA course offered on campus in June.

Preferred

- Preferred experience in one or more outdoor activities—kayaking, environmental service, backpacking, mountain biking, skiing, snowboarding, rock climbing, etc.
- 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.



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Compensation

- 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 certification costs covered; professional development grants may be available for additional trainings if needed/appropriate.
- All costs covered for Outdoor trips, if serving in a designated leadership role.
- Being a valued and vital part of SU's outdoor community – nature geeks, educators, learn-by-doers, and socially-minded persons.

Application Process

- 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 of 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.

