

CAMPUS REC

Outdoor Program Trips and Outreach Student Coordinator

10 hours/week • \$16.72/Hour

One position available - Start Date: September 3, 2024 (flexible)

The Outdoor Program serves the PSU community by offering adventure trips, non-credit instruction, equipment rental, and the operation of the Climbing Center. The Climbing Center is actively looking for employees who enjoy climbing and embody Campus Rec's values of *community, inclusion, innovation, integrity, sustainability, and wellbeing*.

Duties and Responsibilities

- Collaborate with other members of the Outdoor Program and Campus Rec in order to promote program offerings through tabling, open houses, special events, workshops, etc.
- Update and monitor the PSU Outdoor Program Facebook page, Instagram account, and webpages; explore additional social media opportunities to engage with potential users.
- Review trip proposals and assist with the development of a trip schedule for each term.
- Develop and manage paperwork for the trips program, including Participant Expectations sheets, the Master Schedule, trip files, etc.
- Develop new program offerings that target various groups on campus.
- Ensure program services are marketed to a broad range of students at PSU and include efforts towards increasing diversity of ODP staff.
- Recruit and engage ODP staff to assist with programs and marketing opportunities.
- Assist with recruitment, interviews, and scheduling for the Wilderness Leadership Development Program.
- Assist with facilitating bi-weekly meetings and trainings for WiLD participants.
- Attend weekly 1:1 meeting with the Outdoor Program Coordinator and weekly meetings of the ODP Executive Committee.
- Participation in the Student Leadership Series and all mandatory Campus Rec trainings.
- Other duties as assigned.

Expectations

- To maintain any valid certifications that is required of your position.

Typical Working Hours

- Student Coordinators in the Outdoor Program are expected to work an average of 2 hours / day and must be available for work a minimum of 4 days per week Monday-Friday between 8am – 6pm.
- Some evenings and weekends are required.

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Working Conditions

- Location of work: primarily the ASRC Outdoor Program Office
- Type of work: marketing and social media; outreach and tabling; development of term trip schedules; recruitment for WiLD program.
- Uniform: In some instances, may be required to wear a staff shirt and nametag.

Minimum Qualifications

- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average (undergrad) and 3.0 (graduate) and maintain good academic standing throughout employment.
- Commitment to Campus Rec's mission, vision, values, and commitment to equity.
- Positive attitude
- Ability to respond to emergency situations
- Good communication skills
- Ability to work with people
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions. Fees covered by Campus Rec.
- **Must successfully complete a background check.**

Preferred Qualifications

- Strong interpersonal and communication skills.
- Ability to manage social media and marketing opportunities.
- Experience working with diverse populations.
- At least three terms remaining at PSU.

Application Instructions

1. Complete our [Campus Rec Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
 - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
 - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at crcjobs@pdx.edu and to the Supervisor Chris Bullard (Outdoor Program Senior Coordinator) at bullard@pdx.edu with the subject line stating "Position Name, Last Name."

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3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](mailto:ckwong@pdx.edu) at ckwong@pdx.edu.

Performance reviews and evaluations are given annually for student employees. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for references, and can help determine corrective action regarding performance. Performance evaluations are one of the processes of supervision, and are not intended to replace feedback received during ongoing conversations or the disciplinary process.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

Deadline for Submission: April 29th, 2024 by 9:00am