Texas State University – San Marcos
Outdoor Recreation
Department of Campus Recreation
Adventures Trip Program Leader

**Supervisor:** Outdoor Center Supervisor and/or Graduate Assistant for Outdoor Recreation.

**Qualifications**

- Current CPR and First-Aid Certifications or the ability to obtain within one month of hire, Wilderness First Aid Preferred.
- Knowledge of and experience with leading participants in outdoor recreation activities in one or more of the following: backpacking, climbing, canoeing, whitewater kayaking, mountaineering, orienteering and outdoor cooking.
- Must be registered for a minimum of six credit hours and maintain a 2.25 GPA.

**Specific Duties and Responsibilities:**

- Provide and lead a positive and safe experience for trip participants.
- Be sensitive to the health and welfare of all participants and meet their developmental needs.
- Ensure and follow program policies and procedures.
- Lead up to 5 adventure trips each semester with 10-20 participants per trip.
- Promptly complete and file paperwork associated with each trip course. Paperwork includes: trip departure form, health forms, waivers, emergency contact list, incident reports, accounting and post-trip debriefing.
- Participate in adventure staff meetings and trainings each semester.
- Conduct pre-trip meetings which cover all pertinent information for attending participants.
- Prepare equipment lists and load vehicle/trailer for each trip.
- Check-in, return, and clean equipment from each trip the evening you arrive.
- Establish and maintain clear communication with co-leaders and supervisors.
- Effectively manage logistical challenges and emergencies in the field.
- Perform non-routine tasks as assigned by supervisor.

**Application:** Campus Recreation Application can be received in person in the Outdoor Center and Student Recreation Center. Online applications are available on the Campus Recreation website. For more information contact Sara Stockwood, Graduate Assistant for Outdoor Recreation at ss93@txstate.edu.