

**Job Description- Adventure Trip Leader**

**Supervisor:**

* Outdoor Recreation Assistant Director
* Outdoor Recreation Coordinator

**Job Description/Purpose/Primary Function of Position:**

The Adventure Trip Leader reports to the Assistant Director of Outdoor Recreation. Serving as part of the Adventure Trip Staff, the group is responsible for developing and leading a comprehensive outdoor trips/clinics/classes program for Campus Recreation, such as backpacking, rock-climbing, rafting, kayaking, canoeing, and hiking. The Adventure Trip Leader is responsible for pre- and post-logistics, equipment and trip preparation, lead trips and administrative functions.

**Required Qualifications:**

* Ability to attend all pre-determined and mandatory Adventure Trip Leader trainings (check ATP website for most current training schedule)
* Active Texas State student, registered for a minimum of six (6) credit hours and maintain a minimum 2.5 GPA.
* Current CPR, First-Aid & AED Certifications (or obtain within 30 days of hire)

**Preferred Qualifications:**

* Wilderness First Aid and/or Wilderness First Responder Certification
* Ability to commit to the Adventure Trip Staff for at least two (2) years.
* Knowledge of and experience with outdoor recreation equipment and activities
* Previous outdoor leadership experience
* Background in leading trips/clinics/classes
* Awareness of safety concerns and risk management
* Experience working in a customer service-oriented environment.
* Ability to provide positive customer service.
* Awareness of, and appreciation for, individual uniqueness and diversity
* Commitment to student development, leadership, and teamwork
* Excellent oral and written communication skills
* Ability to provide a welcoming, inclusive environment for participants.

**Knowledge and Skills/Job Specifics/Duties and Responsibilities (not limited to):**

* Assist in the planning and development of trips/clinics/classes.
* Lead and guide day, weekend and extended trips, events, clinics, and classes
* Conduct pre-trip/event meetings with participants.
* Assist in promoting and advertising all Outdoor Recreation and Campus Recreation events
* Maintain, clean, organize and repair Outdoor Rental Equipment
* Provide positive public relations, program promotion and policy education.
* Assist and perform pre- and post-trip logistics and administrative tasks.
* Scout, inspect and prepare trip locations/sites and necessary equipment.
* Maintain files on each event/trip/clinic.
* Assist in developing an outdoor resource library.
* Respond to and follow all risk management/emergency procedures.
* Submit Incident/Injury report forms with appropriate documentation in timely manner.
* Adhere to all Texas State University and Campus Recreation policies and procedures on and off campus during all trips/clinics/classes.
* Stay current on outdoor trends and practices.
* Attend all regularly scheduled meetings.
* Complete and submit End-of-the-Semester Evaluations in a timely manner.
* Provide a friendly, upbeat and customer service-oriented environment at all times.

**Wages/Scheduling:**

Hourly Wage: $8.00 - $9.00 per hour

**Evaluation:**

* Student Staff will perform self-evaluations and be evaluated by their supervisor each long academic semester (Fall/Spring)

**Other:**

In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.

Texas State University will not discriminate against any person (or exclude any person from participating in or receiving the benefits of any of its activities or programs) on any basis prohibited by law, including race, color, age, national origin, religion, sex or disability, veteran’s status or on the basis of sexual orientation.