

ASSOCIATED STUDENTS OF WWU
Outdoor Center
E.D.G.E. Challenge Program Assistant

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About the position: Our E.D.G.E. Facilitators teach and direct Experiential Education activities on the Challenge Course, in the classroom, or in a meeting space. Duties include the proper setup of elements, initiatives, maintenance, de-briefing, maintaining a positive attitude, sensitivity to difference, and ensuring the safety and individual comfort of the participants.

Course facilitators are employed through an on-call commitment. Facilitators sign up for work assignments from the EDGE Student Coordinator by e-mail, when they are available. The facilitator must be available for course safety meetings and required trainings this position plans and implements. Facilitators typical day starts at 9:00am and concludes at 5:00pm when doing course work, and one to two hour sessions in a non-course setting on campus when they are working. Facilitators must be flexible, because the client's requests for services can and do change occasionally.

Statement of Purpose:**About the department:**

The purpose of the Challenge Program is to provide opportunities for the development and practice of individual and team skills through experiential activities. The Challenge Program experience is designed to be a fun and safe forum for exploring issues of personal behavior and group interaction. The Challenge Program Assistant will be responsible for assisting the Recreation Coordinator/Program Advisor with a variety of tasks associated with the operation of the Challenge Program.

Term of Position:

This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation prior to fall quarter. The weeks prior to classes beginning, the position holder will work with their director and attend office trainings. Payment for the orientation and training is included in the monthly salary. This position requires an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is not required or expected to work during winter or spring breaks. Regular Academic Year: Beginning of Fall Quarter to the end of Spring Quarter.

Position Responsibilities:

1. Devote an average of 15 hours per week to AS business.
2. Establish and maintain a minimum of 10 office hours per week.
3. Visually Inspect course for safety periodically.
4. Assist OC Staff Manager with a variety of tasks associated with the operation and management of the Challenge Program. These shall include, but are not be limited to: client contact, record keeping and analysis, outreach, marketing, form management, equipment inventory, prop construction, facility maintenance, course inspection and repair, group facilitation, and evaluation.
5. Act as a representative for the W.W.U. Challenge Program.
6. Teach and perform Technical Skills and Belay Skills.
7. Attend mandatory course trainings.
8. Successfully passed P.E. 105 Challenge Facilitation (or Audit)
9. Negotiate contractual terms with vendors.

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10. Ability to work evening hours.
11. Promote the EDGE and its resources at WWU events
12. Maintain a resource area of instructional materials, files, and other appropriate materials.
13. Participate in training conducted by the Outdoor Center Manager
14. Organize and maintain archives of photographs and EDGE publicity.
15. Provide training to the incoming EDGE Coordinator during spring quarter.
16. Maintain equipment, course and grounds throughout your visit with a very strong emphasis on safety.
17. Organize and lead group initiatives.
18. Teach and demonstrate safety rules and spotting skills to participants.
19. Assist other facilitators in evaluating participants' abilities and performance.
20. Carrying out emergency procedures.
21. Carry out minimal impact in the field. "Leave no Trace"
22. Perform other duties as assigned.
23. We do expect you to take every opportunity to improve yourself as a facilitator by attending courses, seminars, conferences, and readings. We also expect you to give something back to the WWU community by training new facilitators, helping observers and visitors, and occasionally volunteering for those without funds to participate.

Required Qualifications:

1. Must maintain a minimum of ten (10) credits per quarter for undergraduates, and eight (8) for graduates during the entire tenure of employment.
2. Must maintain a minimum of 2.00 cumulative grade point average.
24. A valid driver's license and Obtain Viking Union Student Driver Training.
3. Must complete PE 105 Challenge Course Facilitation (2cr) or audit
4. CPR trained and certified

Preferred Qualifications:

1. Organizational and time management skills.
2. Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
3. Ability to work independently and responsibly, while supervising others.
4. Ability to work collaboratively with multiple people and organizations.
5. Ability to work within deadlines and problem solve.
6. Ability to work flexible hours.
7. Budget management knowledge or experience.
8. Basic knowledge of department and position specific responsibilities.
9. Set up ropes course, perform safety checks on cables, ropes, slings, helmets, hardware, paths and any other related equipment used on the course.
10. Question / Debriefing Skills / Briefing Skills.
11. Group Process Skills and Group Development.
12. Transference Skills.
13. Understanding of teachable moments.
14. Experience with Challenge Programming and Challenge Course operations.
15. Adventure learning experience facilitation skills.
16. Familiarity with Associated Students practices.

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- 17. Sensitivity to issues of diversity including ethnicity, gender, physical ability, and sexual orientation.
- 18. Climbing skills.
- 19. Current First Aid and CPR Certification.
- 20. Office skills including filing and using Word[®] and Excel[®].

AS Responsibilities:

- 1. Attend training on a regular and ongoing basis. Training may consist of workshops put on by Personnel Office or other campus/community organizations.
- 2. Follow all OC and AS policies in addition to the AS by-laws.

Reportage:

The Challenge Program Assistant reports to the Outdoor Center Staff Manager.

Hours and Wage:

Level III Program Support Staff 3: \$11 per hour; "Planning and Operation". The position requires up to fifteen (15) hours a week, and no more than 64 hours per month. Schedule dependent upon employee's availability and Program needs.

Reportage:

The Challenge Program Assistant reports to the Recreation Coordinator/Program Advisor.

Qualifications:

- 1. Must maintain a minimum of ten (10) credits per quarter for undergraduates, and eight (8) for graduates during the entire tenure of employment.
- 2. Must maintain a minimum of 2.00 cumulative grade point average.
- 3. A valid driver's license.

Recommended Qualifications:

- 1. Experience with Challenge Programming and Challenge Course operations.
- 2. Adventure learning experience facilitation skills.
- 3. Familiarity with Associated Students practices.
- 4. Sensitivity to issues of diversity including ethnicity, gender, physical ability, and sexual orientation.
- 5. Climbing skills.
- 6. Current First Aid and CPR Certification.
- 7. Office skills including filing and using Word[®] and Excel[®].

AS Responsibilities:

- 1. Attend training on a regular and ongoing basis. Training may consist of workshops put on by Personnel Office or other campus/community organizations.
- 2. Follow all OC and AS policies in addition to the AS by-laws.

Responsibilities:

- 1. Assist Recreation Coordinator/Program Advisor with a variety of tasks associated with the operation and management of the Challenge Program. These shall include, but are not be limited to: client contact, record keeping and analysis, outreach, marketing, form management, equipment inventory, prep construction, facility maintenance, course inspection and repair, group facilitation, and evaluation.
- 2. Act as a representative for the W.W.U. Challenge Program.
- 3. Complete Associated Students vehicle training; comply with vehicle policies.

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