



Associated Students of Western Washington University

AS Outdoor Center

AS Western Outdoor Orientation Trip (WOOT) Leader

The purpose of WOOT is to provide a fun and unique experience for incoming freshman to Western Washington University. Each trip will consist of 8 to 12 students, two leaders and one volunteer and are designed to help with the transition from high school to college life. These 5 day trips will run prior to the start of classes with activities in backpacking, sea kayaking, mountaineering, rock climbing, canoeing, bike touring and base camp trips.

About the Department

The purpose of the Outdoor Center (OC) is to enhance opportunities for members of Western's community to involve themselves in outdoor recreation activities. The OC provides a spectrum of programs, resources and services to enable the students, faculty, staff and Alumni Association members to safely participate in a variety of activities, develop and refine skills, practice environmental responsibility, and interact with each other and members of the community. Outdoor Center Excursions helps Western's community discover the Northwest's outdoor recreational opportunities through trips and instructional clinics. It does this in order to cultivate community, reduce stress, achieve personal growth, and foster an appreciation for the environment.

Term of Position

WOOT Trips and pre-trip preparations: September 13-23, 2012. Spring quarter training dates are: Thursday, March 29th from 5-6PM, April 18th, May 2nd, and May 23rd from 6-8PM, and the weekend of April 6th-8th.

AS Employment Qualifications (exceptions can be made for recent graduates)

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- First aid certification: First aid/CPR, Wilderness First Aid, Wilderness First Responder, Wilderness-EMT, or equivalent
- Must be a current student, junior or senior, at Western Washington University (or alumni/private contractor based on trip type)
- Knowledge and skill in the safe practice of specific outdoor skills i.e. backpacking, sea kayaking, mountaineering, rock climbing, and/or canoeing

- Group facilitation skills i.e. ropes courses and/or team building activities
- Experience in instruction and training of outdoor activities
- Familiarity with Associated Students and Outdoor Center practices
- Sensitivity and awareness of identity-based issues

Position Responsibilities

- Ensure that WOOT participants are safe through the entirety of the trip by:
 - Follow safety guidelines appropriate for the activity of the trip.
 - Making responsible decisions to ensure group safety.
 - Providing appropriate first aid when needed.
 - Reviewing and being aware of participant medical records.
 - Supervising all participants for duration of the trip.
- Follow University and Outdoor Center policies and procedures by:
 - Providing clear guidelines and stating rules to the group.
 - Explaining and enforcing the Alcohol and Drug policy.
 - Ensuring completion of all required Outdoor Center and other university documents for each participant and leaders and making a copy to take on the trip.
- Create an inclusive, safe, and accepting community by:
 - Getting to know all participants.
 - Modeling and using inclusive language and behavior.
 - Leading icebreakers and facilitating conversations related to group development.
 - Helping ensure that WOOT participants experience a smooth transition to WWU.
- Ensure that WOOT is properly planned and implemented by:
 - Reviewing trip itinerary and notifying supervisor of any changes made.
 - Signing for and maintaining group equipment needed before, during and after excursions.
 - Cleaning and returning gear to the Outdoor Center.
 - Participating in logistical preparation before the trip including, but not limited, packing gear, purchasing food, creating itinerary.
 - Conduct pre trip meeting and doing an individual gear check and signing out gear to individuals who need it.
 - Participating in post-trip evaluation and debrief.

Wage

This position will receive a stipend and be paid upon WOOT's completion. Head WOOT leaders will receive \$275, assistant WOOT leaders will receive \$225, and WOOT apprentices will receive \$75.

Reportage

This position reports directly to WOOT Coordinator.

This job description is subject to change in accordance with the AS Employment Policy. The Associated Students is an Equal Opportunity Employer. Revised February 29, 2012.



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Associated Students Personnel Director
AS.Personnel@wwu.edu | as.wwu.edu/employment

To: AS Board of Directors

From: Benjamin Brockman, AS Personnel Director

Date: February 29th, 2012

RE: Western Outdoor Orientation Trip (WOOT) Leader hiring

The AS Outdoor Center's Excursions office is preparing for its third WOOT program for this September and they'll need to hire trip leaders. In the past they've done this independently of AS hiring procedures outlined in the AS Employment Policy. We recently sat down together and drafted the first-ever job description for this position, which is attached to this document. However, if we were to hire WOOT leaders on the same hiring schedule as the rest of next year's staff, it may compromise the WOOT Planning Committee's plans to train these leaders.

Before reading further, please read the attached letter from the WOOT Planning Committee.

Below are three options for the Board to consider on hiring trip leaders – completely waive policy, compromise, or reject the request:

- A.** Waive Section 6.01 of the AS Employment Policy to allow the AS Outdoor Center Excursions staff to hire exclusively from the applications they've received on their own.
- B.** Waive Section 6.01 of the AS Employment Policy to allow the AS Outdoor Center Excursions staff to hire from the applications they've received on their own, but additionally require the AS Personnel Office to post the job online for one week.
- C.** No waiver – Require the AS Personnel Office to follow standard procedure: put the job online for two weeks.

Additionally, motion to pass the AS Western Outdoor Orientation Trip Leader job description. Funding is already approved and this position has been hired before.

Western's Outdoor Orientation Trips Trip Leader Hiring and Training 2012

It has been brought to the attention of WOOT!'s planning committee that our hiring schedule needs to be discussed with the Associated Students in an effort to align all A.S. hiring efforts. We wish to work with the A.S. Personnel Office and Board of Directors to reach an agreement on this issue in a way that does meet A.S. hiring protocol, yet still meets the needs of our young program. WOOT! is now in its third year and we have written an extensive training schedule for the 15 trip leaders that will be leading the five trips for WOOT! 2012. The exact dates and topics of each training are as follows:

Dates for Spring Training:

- Thursday March 29th from 5-6pm (WOOT! Trip Leader Meeting)
- April 6th-8th (All WOOT! Leader Training Weekend)
- Wed. April 18th from 6-8pm (Leadership & Group Dynamics)
- Wed. May 2nd from 6-8pm (Facilitation & Communication)
- Wed. May 23rd from 6-8pm (Risk Management – Safety in the Backcountry)
- Plus an additional skills training weekend with each specific Trip Team

These training dates are in addition to the ten days blocked out for WOOT! this September. The trips will each be five days long with days for trip leader planning on the front end, and trip leader debriefing on the back end of the actual trips. These dates are September 13th – 23rd.

We understand the A.S. desire to synchronize all hiring processes, however the WOOT! planning committee has created a detailed training schedule in an effort to ensure that our trip leaders are as thoroughly prepared for their respective trips as possible. These trips are vastly different from other Outdoor Center trips organized by the Excursions Department; they are longer and more deeply focused on community building and development. Many of the Outdoor Center's trip leaders are highly qualified in both technical and leadership skills as we stress the need for exceptional leadership on our day and weekend trips, however training that is specific to these trips is essential in assuring the best WOOT! experience for the participating students.

As these training dates are essential to the safety and effectiveness of our five trips this September, it is not in the best interest of WOOT! to follow the same hiring timeline as the rest of the A.S. If we hired trip leaders by the end of May we would not have enough time to train the 15 leaders before summer. As we experienced last year, it is very difficult to arrange that many people in one place at the same time when the times have not been blocked out a long time in advance. Due to summer jobs, internships, and other plans that students generally make in the summer months, we have only asked them to begin logistics planning a few days before the trips go out and rather spaced out training throughout spring quarter when everyone will still be around.

We hope that you will take all of our reasons into account as to why we believe synchronizing our hiring with the rest of the Associated Students would be a detriment to this young program. We are more than willing to discuss possible compromising solutions so that our hiring meets A.S. standards and work to make our hiring processes stream-line in the future of WOOT!.

Thank you for taking the time to review our program!

Sincerely,

Katy Howell, Eric Messerschmidt, and Marli Williams
The WOOT! Planning Committee