



## **Associated Students of Western Washington University**

AS Outdoor Center

AS E.D.G.E Program Coordinator

### **About the Position**

The purpose of the E.D.G.E Program is to provide opportunities for the development and practice of individual and team skills through experiential activities. The E.D.G.E Program experience is designed to be a fun and safe forum for exploring issues of personal behavior and group interaction. The E.D.G.E Program Coordinator will be responsible for assisting the Outdoor Center Manager with a variety of tasks associated with the operation of the E.D.G.E Program. The E.D.G.E Program Coordinator will be responsible for a variety of tasks that focus around the Challenge Course.

### **Position Classification**

Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

### **About the Department**

The purpose of the Outdoor Center is to enhance opportunities for members of Western's community to involve themselves in outdoor recreation activities. The Outdoor Center 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.

### **Terms of Position**

This is a four quarter position. This position starts the Monday before summer classes begin. This position works an average of 19 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 expected to work during intersessions.

### **AS Employment Qualifications**

- 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**

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience.

- Ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management knowledge or experience.
- Basic computer skills including Microsoft Word, Excel, Publisher, and Outlook.
- Strong interpersonal skills.
- Basic knowledge of department and position specific responsibilities.
- Ability to work flexible hours.
- Ability to communicate and work effectively with a wide variety of people on Westerns campus and in the Bellingham community.
- Ability to perform safety checks on cables, ropes, slings, helmets, hardware, paths, and any other related equipment used on the course.
- Briefing and debriefing skills.
- Group process and developmental skills
- Experience with E.D.G.E Programming and E.D.G.E Course operations.
- Current First Aid and CPR Certification

### **AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events including pre-fall orientation.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the continuity and legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.

### **Outdoor Center Responsibilities**

- Uphold Outdoor Center mission statement, norms, and expectations by:
  - Devoting an average of 15 hours per week to the Associated Students and Outdoor Center business.
  - Establishing and maintaining a minimum of 10 office hours per week.
  - Providing availability for Outdoor Center promotions, events, and speaking engagements.
  - Participate in training conducted by the Outdoor Center Manager.
  - Recognizing the worth of the individual and the group in all activities.
  - Establishing and maintaining a respectful working relationship with all other members of the Outdoor Center Staff.
- Ensure the Outdoor Center serves the needs of the Associated Students by:
  - Providing a variety of Outdoor Challenge Course programming.
  - Serving as the budget authority for the Challenge Course budget in conjunction with the Outdoor Center Manager.
  - Performing other duties as needed or assigned by the Outdoor Center Manager.

### **Position Responsibilities**

- Enable E.D.G.E Facilitators to help students and groups to build camaraderie, teamwork, and trust by:
  - Contacting clients and scheduling their use of the E.D.G.E Program.
  - Organizing trainings and activities to inform and develop the skills required to facilitate groups utilizing the E.D.G.E challenge program.
  - Delegating post-booking client contact in order to allow the facilitators to discuss the individual and unique needs of each client.
  - Holding facilitators accountable for safety on the course.
  - Managing equipment inventory.
  - Maintaining a resource area of instructional materials, files, and other appropriate materials.
  - Keeping an up-to-date schedule available in order to maintain visibility and keep facilitators accountable for upcoming work dates.
  - Establishing and maintaining at least 12 office hours per week.
  - Reserving the challenge course and lounge at Lakewood for prospective clients.
- Ensure that the E.D.G.E Challenge Course is functional, safe, and meets industry standards by:
  - Ensuring all equipment is in adequate working condition.
  - Performing a full inspection of the challenge course on a regular basis.
  - Assuring the course meets the ever changing industry standards.
  - Taking steps to ensure that the course passes its annual external inspection.
  - Staying up to date on changing industry and safety standards.
  - Replacing ropes, harnesses, helmets, and hardware as needed.
  - Keeping updated records of E.D.G.E course use, payments, and billings.
  - Ensuring that the program is operating within its financial capabilities.
- Market the E.D.G.E Program and financial sustainability by:
  - Promptly billing clients after each use of the course.
  - Tracking client interest and information so as to insure their unique needs are met.
  - Serving as the budget authority for the Challenge Course budget (FXXCHL).
  - Organizing and maintaining archives of photographs and E.D.G.E publicity.
  - Acting as a representative for the AS E.D.G.E Program.
  - Pursuing new avenues for increasing the visibility and use of the E.D.G.E program.
  - Negotiating contractual terms with vendors.
  - Promoting the E.D.G.E program and its resources at WWU events.
- Hire and train quality challenge course facilitators by:
  - Reviewing and processing all facilitator applications.
  - Conducting interviews of potential facilitators as needed.
  - Working with the P.E 105 instructor to identify potential facilitator candidates.
  - Ensuring that facilitators are adequately trained for the responsibilities and tasks they are performing.

**Salary** This position will receive \$8,367.96 per term of position.

**Reportage** This position reports directly to the AS Outdoor Center Manager.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer. Revised April 2, 2012.

# OC - EDGE Challenge Program Assistant (hourly)

## **About the Position:**

The EDGE Challenge Program Assistant will be responsible for a variety of tasks that focus around the Challenge Course

**About the Department:** The purpose of the EDGE Program is to provide opportunities for the development and practice of individual and team skills through experiential activities. The EDGE Program experience is designed to be a fun and safe forum for exploring issues of personal behavior and group interaction. The EDGE Program Assistant will be responsible for assisting the Outdoor Center Manager with a variety of tasks associated with the operation of the EDGE 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. The position holder is not required or expected to work during winter or spring breaks.

## **Position Responsibilities:**

- Devote an average of 15 hours per week to AS business. The position holder may work more some weeks and less other weeks depending on the office's needs.
- Establish and maintain a minimum of 10 office hours per week.
- Visually inspect course for safety periodically.
- Assist OC Manager with a variety of tasks associated with the operation and management of the EDGE 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.
- Act as a representative for the AS EDGE Program.
- Teach and perform Technical Skills and Belay Skills.
- Attend mandatory course trainings.
- Successfully passed P.E. 105 EDGE Facilitation (or Audit)
- Negotiate contractual terms with vendors.
- Ability to work evening hours.
- Promote the EDGE and its resources at WWU events
- Maintain a resource area of instructional materials, files, and other appropriate materials.
- Participate in training conducted by the Outdoor Center Manager
- Organize and maintain archives of photographs and EDGE publicity.
- Provide training to the incoming EDGE Program Assistant during spring quarter.
- Maintain equipment, course and grounds throughout your visit with a very strong emphasis on safety.
- Organize and lead group initiatives.
- Teach and demonstrate safety rules and spotting skills to participants.
- Assist other facilitators in evaluating participants' abilities and performance.
- Carrying out emergency procedures.
- Carry out minimal impact in the field. "Leave no Trace"
- Perform other duties as assigned.
- 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.
- Attend training on a regular and ongoing basis. Training may consist of workshops put on by Personnel Office or other campus/community organizations.
- Follow all OC and AS policies in addition to the AS by-laws.

## **Required Qualifications:**

- Must maintain a minimum of 10 credits for undergraduates and 8 credits for graduates.
- Must maintain a minimum 2.00 cumulative grade point average.
- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events including pre-fall orientation.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Committee to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.

**Preferred Qualifications:**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience.
- Basic knowledge of department and position specific responsibilities.
- Set up ropes course, perform safety checks on cables, ropes, slings, helmets, hardware, paths and any other related equipment used on the course.
- Question / Debriefing Skills / Briefing Skills.
- Group Process Skills and Group Development.
- Transference Skills.
- Understanding of teachable moments.
- Experience with EDGE Programming and EDGE Course operations.
- Adventure learning experience facilitation skills.
- Familiarity with Associated Students policies and procedures.
- Sensitivity to issues of diversity including ethnicity, gender, physical ability, and sexual orientation.
- Climbing skills.
- Current First Aid and CPR Certification.
- Office skills including filing and using Word and Excel.

**Reportage:**

The Challenge Program Assistant reports to the Outdoor Center Manager

**Academic Emphasis:** N/A

**Job Location:** Western Washington University - Viking Union ; EDGE Challenge Course

**Salary:** Position earns \$11 per hour