



## **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 Associated Students 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.

The Associated Students E.D.G.E Program exists to aid in the development of group dynamics, provide leadership skills, and effective communication skills while helping the groups identify and reach their collective goals. This is accomplished through tailored group activities on Western's campus, at the Lakewood challenge course, and off campus. Our knowledgeable facilitators have been trained in leadership, risk management, group dynamics and Challenge Course Industry Standards.

### **Terms of Position**

This is a four quarter position. This position starts the Monday two weeks before the start of classes Summer quarter. 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 may be expected to work during intersessions, but has seven weeks of vacation throughout the term of position to be coordinated with the position supervisor.

### **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 diverse 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 19 hours per week to the Associated Students and Outdoor Center business.
  - Establishing and maintaining a minimum of 12 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, which is about \$348.67 per twice-monthly pay period.

**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 9, 2012.