



**Associated Students of Western Washington University**  
AS Outdoor Center  
AS Western Outdoor Orientation Trip (WOOT) Leader

### About the Position

The purpose of the Western Outdoor Orientation Trip (WOOT) is to provide a unique transitional experience for incoming freshman to Western Washington University. Each trip will consist of approximately 8 to 12 incoming students, one head trip leader, one assistant trip leader and one apprentice. The trips are designed to help with the transition from high school to college life by building a supportive community, introducing them to opportunities in and around Western's campus and encouraging personal growth. These trips will run prior to the start of classes with activities including but not limited to: 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

~~All WOOT! Leaders are required to participate in an Outdoor Leadership Training Series that will occur during spring quarter. This series will include weekend training session in addition to night classroom workshops. Additionally, WOOT! Leaders will need to be available for pre-trip preparations and be available during the dates of the trip. (Dates will be subject to change each year) The dates WOOT! Leaders need to be available this year: The weekend of April 6-8, April 18th, May 2nd, and May 23rd from 6-8PM, and September 13-23. All WOOT! Leaders are required to participate in WOOT! Outdoor Leadership Training. Additionally, WOOT! Leaders will need to be available for pre-trip preparations and be available during the dates of the trip. (Dates will be subject to change each year).~~

### 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 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
- Knowledge and familiarity with campus resources

### Position Responsibilities

- Ensure that WOOT participants are safe through the entirety of the trip by:
  - Following 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 policies and procedures 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 leader and bringing a copy to take on the trip.
- Create an inclusive, safe, and accepting community by:
  - Getting to know all participants.

- o Modeling and using inclusive language and behavior.
- o Leading icebreakers and facilitating conversations related to group development.
- o Helping ensure that WOOT participants experience a smooth transition to WWU.
- Ensure that WOOT is properly planned and implemented by:
  - o Attending and participating in all WOOT! Leader Training Sessions.
  - o Reviewing trip itinerary and notifying supervisor of any changes made.
  - o Signing for and maintaining group equipment needed before, during and after excursions.
  - o Cleaning and returning gear to the Outdoor Center.
  - o Participating in logistical preparation before the trip including, but not limited to, packing gear, purchasing food, creating itinerary.
  - o Conducting pre trip meeting and doing an individual gear check and signing out gear to individuals who need it.
  - o Participating in post-trip evaluation and debrief.

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#### Wage

This position will receive a stipend and ~~by be~~ paid upon WOOT's completion. Head WOOT leaders will receive \$~~300~~275, Assistant WOOT leaders will receive \$25025, and WOOT apprentices will receive \$75.

**Comment [SR1]:** This increase is because there is no longer an apprentice position. More work/responsibility will be put on the other two so we felt like an increase was appropriate.

#### 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 ~~December 4, 2012~~November 26, 2012.