



**Associated Students of Western Washington University**  
Outdoor Center  
Excursions Coordinator

**About the Position**

The Excursions Coordinator programs a series of trips and instructional clinics, and provides support for individuals seeking independent excursions.

**Position Classification**

Coordinators provide programming for the Associated Students (AS) 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 Student Budget Coordinator, 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 (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.

The Excursions Department of the Associated Students Outdoor Center offers a fun, accessible and affordable way to get outside for students, faculty, staff and alumni. Emphasis is placed on group involvement, developing and refining skills, responsible environmental practices, fostering diversity, enriching the academic experience, and promoting life-long learning.

**Terms of Position**

This is a four quarter position. This position starts the Monday one week before the start of classes summer quarter and ends the Friday of finals week the following spring quarter. This position works 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 neither required nor expected to work during intersession, winter break or spring break.

**AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.
- Must have continually possessed a valid driver's license over the past 24 months.

**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.
- Ability to articulate a general understanding of the Pacific Northwest's topography and regional outdoor recreational possibilities.
- Have sound knowledge of outdoor recreational equipment.
- Possess or ability to obtain outdoor industry certifications such as Wilderness First Responder (WFR), Leave No Trace Master Educator (LNT ME), AAIRE Avalanche 1 Certification, Swift Water Rescue.
- Understand outdoor leadership techniques and principles such as those described by the Outdoor Center's E.D.G.E program.

### **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, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  - 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 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.
  - Developing and maintaining a legacy document as required by the AS Employment Policy.

### **Outdoor Center Responsibilities**

- Ensure the Outdoor Center serves the needs of the Associated Students by:
  - Working closely with the Outdoor Center Excursions Assistant Coordinator to provide a variety of outdoor excursions and instruction.
  - Developing new excursions that reach out to a variety of different Associated Students populations.
  - Serving as the Student Budget Coordinator for the Excursions and Instruction budget in conjunction with the Outdoor Center Manager.
  - Performing other duties as needed or assigned by the Outdoor Center Manager.
- Uphold Outdoor Center mission statement, norms, and expectations by:
  - Devoting an average of 15 hours per week to 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.
  - Developing and delivering an Excursions Coordinator legacy document for the successive incumbent.
  - Providing training to the incoming Excursions Coordinator during Spring Quarter.

- 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.

### **Position Responsibilities**

- Provide the campus community with a regular series of outdoor excursions by:
  - Focusing on the resources of local regions.
  - Offering excursions in a variety of formats and skill levels.
  - Developing a quarterly excursions events calendar.
  - Providing adequate departmental publicity information.
  - Maintaining valid permits for certain excursions destinations.
  - Working with the Assistant Excursions Coordinator to purchase and maintain necessary gear to provide outdoor industrial standards for each excursion.
  - Reserving AS vehicles for each planned excursion.
  - Conducting programs in a manner that minimizes impacts on the natural environment (following Leave No Trace principles and spectrums).
  - Maintaining or creating contracts with organizations outside the University run certification courses.
- Ensure Trip Leaders are adequately trained by:
  - Reviewing and processing all Trip Leader applications.
  - Providing opportunities beyond experiential trip leading trainings for new existing trip leaders by extending scholarship applications. (e.g. forwarding any opportunities from American Alpine Institute and Remote Medical International.)
  - Facilitating trip leaders' completion and understanding of all necessary contracts, employment and volunteer paperwork, and reviews.
  - Conducting quarterly meetings early in the quarter to inform existing head trip leaders of potential excursions and clinics planned for the quarter.
- Provide a series of skill set development opportunities to the campus community by:
  - Providing a regular series of instructional clinics.
  - Providing trips to at a reasonable price for intended client base of students, alumni, faculty and staff.
  - Planning programs that allow people to explore different recreational opportunities and develop specific skills.
  - Planning programs that enhance the objectives of other Outdoor Center Departments.
  - Developing a quarterly instructional events calendar.
  - Providing adequate departmental publicity information.
  - Conducting instructional programs in a manner that minimizes impacts on the natural environment (following Leave No Trace principles and spectrums).
- Ensure that the Excursions Assistant Coordinator and the equipment technicians fulfill the responsibilities of their job descriptions by:
  - Supervising these personnel.
  - Delegating roles and responsibilities with assistant coordinator in an efficient manner.
  - Ensuring all office hours are maintained.
  - Remaining aware of the state of the Excursions gear section and reminding the Technician to keep it orderly, if needed.
  - Updating Technician on Trip Leader requests or notifications of required gear maintenance.
  - Maintaining open and thorough communication.

**Salary**

Minimum annual salary of \$7,920 (approximately \$292 twice per month summer and fall quarters and approximately \$345 twice per month winter and spring quarters).

**Reportage**

This position reports directly to 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 on September 30<sup>th</sup>, 2015 by motion ASB-15-F-16.