



**Associated Students of Western Washington University**  
AS Outdoor Center  
Trip Leader

**About the Position**

Outdoor Center Trip Leaders are responsible for leading a wide variety of excursions offered through the Outdoor Center including Western Outdoor Orientation Trips, hiking, backpacking, bike touring, white water rafting, kayaking, climbing, and other outdoor recreation activities. Responsibilities include trip planning, outdoor leadership development, safety and risk management, evaluation of self and peers, communication with Excursions Coordinators, and actively participating in outdoor leadership trainings offered throughout the year.

**About the Department**

The purpose of the Outdoor Center (OC) is to enhance opportunities for students and 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 outdoor activities, develop and refine skills, practice environmental responsibility, and interact with each other and members of the community.

Outdoor Center Excursions offers a fun, accessible and affordable way to get outside for students, faculty, staff and alumni. Emphasis is placed on developing and refining of outdoor recreation skills, personal and community growth, leadership development, responsible environmental practices, fostering diversity, enriching the academic experience, and promoting life-long learning.

**Term of Position:**

This is a four quarter position on a per job basis. This position begins with a mandatory internship consisting of 2 weekends during spring quarter followed by a field training the week before summer quarter begins where you will participate in a 5-day field training. Based upon successful completion of the internship, once hired as an Outdoor Center Trip Leader, there is an expectation that you will have at minimum one year commitment to the Excursions Program, with the opportunity to return based upon yearly staff evaluation. There will be several opportunities to engage in trip leader development and training opportunities as well as Excursions throughout the year.

**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.

**OC Employment Qualifications**

- All Trip Leaders are required to participate in the Outdoor Center Trip Leader Training that occurs over the course of two weekends during Spring Quarter as well as the first week after spring quarter.
- Required to take trip leader role in at least one Western Outdoor Orientation Trip (WOOT!) prior to fall quarter.
- Possess valid driver's license.
- Be able to complete AS/OC vehicle training and comply with all vehicle policies
- Must be at least 18 years of age

### **Preferred Qualifications**

- Desire to lead outdoor recreation activities
- Knowledge of outdoor recreational equipment.
- First aid certification: First aid/CPR, Wilderness First Aid (WFA), Wilderness First Responder(WFR), Wilderness-EMT, or equivalent
- Group facilitation skills (i.e. ropes course and/or team building activities)
- Basic knowledge and skill in the safe practice of specific outdoor skills i.e. backpacking, sea kayaking, mountaineering, rock climbing, canoeing, etc..)
- Knowledge and familiarity with campus resources including but not limited to Disability Resources for Students, library services, tutoring centers, recreation center, counseling services, academic advising, Student Health Center, Student Business Office, Student Outreach Services
- 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 over weekends and term breaks.
- Ability to articulate a general understanding of the Pacific Northwest's topography and regional outdoor recreational possibilities.

### **AS Employment Responsibilities**

Serve the diverse membership of the AS 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.
- Being knowledgeable of the AS organization and its general operations.

### **Outdoor Center Responsibilities**

Ensure the Outdoor Center serves the needs of the Associated Students by:

- Working closely with the Outdoor Center Excursions Coordinators to design, implement, and promote a variety of outdoor excursions and instruction.
- Performing other duties as needed or assigned by the Outdoor Center Coordinator.

Uphold Outdoor Center mission statement, norms, and expectations by:

- Providing availability for Outdoor Center promotions, events, and speaking engagements.
- Participate in training conducted by the Outdoor Center Staff.
- Assist in training for the incoming Trip Leaders during spring quarter.
- Establishing and maintaining a respectful working relationship with all other members of the Outdoor Center Staff.

## **Trip Leader Responsibilities**

Ensure that 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 if needed.
- Reviewing and ensuring confidentiality 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.

Create an inclusive, safe, and accepting community by:

- Creating an inclusive environment and experience for participants through engaging and connecting with all members of the excursion
- Modeling and using inclusive language and behavior.
- Leading activities and facilitating conversations related to group development.
- Understanding challenge by choice and accommodating participant's varied comfort levels by ensuring that you are creating a safe learning environment to increase overall accessibility

Ensure that trips are properly planned and implemented by:

- Reviewing trip itinerary and notifying coordinators of any changes made.
- Signing for and maintaining group equipment needed before, during and after trips.
- Cleaning, returning and checking in gear to the Outdoor Center.
- Participating in logistical preparation before the trip including, but not limited to, creating itinerary, packing gear, purchasing food.
- Conduct pre-trip meeting and an individual participant gear check as well as signing out gear to participants who need it.
- Participating in post-trip evaluation and debrief.

## **Wage**

This position will receive payment on a per job basis.

## **Reportage**

This position reports directly to the Excursion Coordinator and the Assistant Coordinator.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer.  
Revised on February 5<sup>th</sup>, 2016 by MOTION ASB-16-W-23.