



**Associated Students of Western Washington University**  
**AS Outdoor Center**  
**AS Challenge Program Administrative Coordinator**

**About the Position**

The purpose of the Challenge Course is to provide opportunities for the development and practice of individual and team skills through experiential activities. The Challenge Course experience is designed to be a fun and safe forum for exploring issues of personal behavior and group interaction. The Challenge Course Program Coordinators will be responsible for assisting Viking Outdoor Recreation Administrative Staff with a variety of tasks associated with the operation of the Challenge Course. The Challenge Course Coordinators will be responsible for a variety of tasks that focus around the Challenge Course. The Challenge Course Administrative Coordinator is responsible for the Challenge Program budget and billing. The Administrative Coordinator also handles program booking and all administrative tasks.

**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 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 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 Challenge Course 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 before the start of classes summer quarter and ends the Friday of finals week the following Spring Quarter. This position works an average of 10 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**

- 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 Western's campus and in the Bellingham community.

### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - o 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.
  - o Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
  - o Being knowledgeable of the AS organization and its general operations,
  - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - o Working with supervisor and Personnel Director to revise and update position job description.
  - o 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.

- o Developing and maintaining a legacy document as required by the AS Employment Policy.

**Outdoor Center Responsibilities**

- Uphold Outdoor Center mission statement, norms, and expectations by:
  - o Establishing and maintaining 10 office hours per week,
  - o Providing availability for Outdoor Center promotions, events, and speaking engagements.
  - o Participate in training conducted by the Outdoor Center Program Coordinator,
  - o Recognizing the worth of the individual and the group in all activities,
  - o Establishing and maintaining a respectful working relationship with all other members of the Outdoor Center Staff,
  - o Working in conjunction with the Viking Outdoor Recreation Administrative Staff as well as Challenge Program Course Coordinator.

Viking outdoor recreation admin staff

- Ensure the Outdoor Center serves the needs of the Associated Students by:
  - o Providing a variety of Challenge Course programming.
  - o Serving as the Student Budget Coordinator for the Challenge Course Program budget in conjunction with the Assistant Director for Viking Outdoor Recreation.
  - o Performing other duties as needed or assigned by the Assistant Director for Viking Outdoor Recreation.

**Position Responsibilities**

- Enable Challenge Course Facilitators to help students and groups to build camaraderie, teamwork, and trust by:
  - o Contacting clients and scheduling their use of the Challenge Course,
  - o Managing budgeting and payroll for all Challenge Course Program activities.
  - o Gather pertinent client information before programs and relaying client needs to the Course Coordinator in order to allow the facilitators to plan for the individual and unique needs of each client.
  - o Maintaining a resource area of instructional materials, files, and other appropriate documents,
  - o Keeping an up-to-date schedule available in order to maintain visibility and to communicate program needs to the Course Coordinator.
  - o Reserving the challenge course at Lakewood for clients.
- Ensure that the Challenge Course is functional, safe, and meets industry standards by:

- o Keeping updated records of Challenge Course use, payments, and billings.
  - o Ensuring that the program is operating within its financial capabilities and managing the program budget,
  - o Directly reporting any issues to the Lakewood Manager.
- Market the Challenge Course Program and financial sustainability by:
  - o Promptly billing clients after each program.
  - o Conducting program follow- up surveys and tracking client feedback,
  - o Serving as the Student Budget Coordinator for the Challenge Course budget (FXXCHL).
  - o Organizing and maintaining archives of photographs and Challenge Course Program publicity,
  - o Acting as a representative for the AS Challenge Course Program,
  - o Pursuing new avenues for increasing the visibility and use of the Challenge Course Program,
  - o Negotiating contractual terms with vendors.
  - o Promoting the Challenge Course Program and its resources at WWU events.

**Wage**

Starting hourly rate of \$12.80.

**Reportage**

This position reports directly to the Assistant Director for Viking Outdoor Recreation in conjunction with the AS Challenge Program Course Coordinator.

**This job description is subject to change in accordance with the AS Employment Policy.**

**The Associated Students is an Equal Opportunity Employer.**

**Revised February 3<sup>rd</sup> 2017 by motion ASB-17-W-20.**