



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

**About the Position**

The Excursions Assistant Coordinator assists the Excursions Coordinator in programming a series of trips and instructional clinics, and providing support for individuals and departments seeking independent excursions.

**Position Classification**

Assistant Coordinators provide programming support to the Associated Students (AS) as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Assistant Coordinators report to department coordinators. Specific duties include but are not limited to: assisting with event programming, coordinating specific office functions, performing administrative work and maintain and update programming resources for the department. Specific training or experience is not normally required.

**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 three quarter position. This position starts the Monday two weeks before the start of classes fall 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.

**Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people.

- Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Basic knowledge of department and position specific responsibilities.
- Ability to articulate a general understanding of the Pacific Northwest's topography and outdoor recreational possibilities related to such.
- Have a 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 Challenge 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 Coordinator to provide a wide variety of outdoor excursions and instruction.
  - Assist the Excursions Coordinator in developing new excursions that reach out to a variety of different Associated Student populations and campus population.
  - Serving as the Outdoor Center voting member for all AS Facility and Services meetings.
  - Performing other duties as needed or assigned by the Excursions Coordinator and or Outdoor Center Programs Coordinator.
- 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.

- Participating in training conducted by the Outdoor Center Programs Coordinator.
- Developing and delivering an Excursions Assistant Coordinator legacy document for the next position incumbent.
- Recognizing the worth of the individual and the group in all activities.
- Establishing and maintaining noble working relationships 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 the local regions.
  - Offering a wide variety of excursion formats and skill levels.
  - Assisting the Excursions Coordinator in developing a quarterly excursions events calendar.
  - Providing a minimum of one (1) extended excursion per year
  - Conducting programs in a manner that minimizes impacts on the natural environment (following Leave No Trace principles and spectrums).
  - Ensuring Travel Justifications, Vehicle Authorizations, and other pertinent Associated Student forms are filled out and filed correctly.
  - Working with the Excursions Coordinator to purchase and maintain necessary gear to provide outdoor industrial standards for each excursion.
  - Assisting the Excursions Coordinator in other tasks as necessary
  
- Ensure Trip Leaders are adequately trained by:
  - Reviewing and processing all Trip Leader Applications.
  - Working with the current trip leaders to identify potential candidates, build camaraderie among trip leaders, and increase participation in Outdoor Center Excursions.
  - Facilitating trip leaders' completion and understanding of all necessary contracts, employment and volunteer paperwork, and reviews.
  - Working with the Outdoor Center Program Coordinator to identify and provide appropriate trainings, resources, and equipment to maximize training time for trip leaders.
  - Scheduling and facilitating pre-and post-trip meetings with trip leaders in conjunctions with the Excursions Coordinator.
  
- Develop a series of outdoor skill sets for the campus community by:
  - Providing a regular series of instructional clinics
  - Focusing on the resources of the local regions.
  - Offering a wide variety of instructional formats.
  - Assisting the Excursions Coordinator in developing a quarterly instruction events calendar.
  - Conducting instructional programs in a manner that minimizes impacts on the natural environment (following Leave No Trace principles and spectrums).
  - Ensuring Travel Justifications, Vehicle Authorizations, and other pertinent Associated Student forms are filled out and filed correctly.

**Wage**

Starting hourly wage of \$11.91.

**Reportage**

This position reports directly to the Outdoor Center Excursions 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 April 29<sup>th</sup>, 2015 by motion ASB-15-S-11