

Outdoor Adventures Student Manger 2007-2008

Primary Purpose

To assist the Program Director and Assistant Director in achieving Outdoor Adventure's program goals. Student managers serve as liaisons between the professional and part time staff including orchestrating events, trainings, advertising, and completing other office tasks. Student managers will observe and enforce all program policies and procedures and meet the goals of the Outdoor Adventures Program.

Qualifications

- Must possess current certifications in CPR and First Aid
- Valid Driver's License
- Technical knowledge necessary to teach a variety of outdoor skills
- Ability to communicate effectively in a group setting
- Demonstrated ability to handle logistics and curriculum planning
- Experience working with people of diverse age, backgrounds, and experience levels
- Demonstrated ability to manage the emotional and physical safety of others
- Demonstrated fiscal responsibility including experience handling money and budgeting

General Responsibilities

Student managers will work as a collective group to achieve Outdoor Adventures Program goals. Tasks may include, but are not limited to: marketing and advertising, trip logistics, wilderness medicine logistics, climbing wall promotion, climbing wall rentals, Banff Film Festival logistics, working in and promoting the Outdoor Adventures Center, budgeting, developing proposals and taking initiative to work with campus and community contacts. Additional responsibilities will include training both peers and apprentices to the program. Student Managers will also be trained and expected to assist in the OAC. Student Managers are expected to attend weekly meetings where tasks will be assigned. Weekly tasks and projects can be worked on during OAC hours and some of the projects may be completed during evening or on weekends.

Expectations

Student managers will be empowered to take initiative and provide OA with solutions and options for the tasks assigned. Some of the work will be weekly tasks that need to be completed on a regular basis, and the majority of the work will be project based. Student managers will review program and weekly tasks with the Director and Program Coordinator, and then delegate according to the strengths of the student managers.

Hours

Student Managers are expected to work a minimum of 4 hours a week; maximum of 10 hours a week. One hour will be spent meeting; at least two additional hours will be spent completing tasks during OAC open hours, and the remaining hours may be spent completed tasks outside of the OAC.