

BGSU Recreational Sports Student Employment Job Position Description

Job Title: Outdoor Program Trip Attendant

- A. Main Purpose of the job:** Assist the Outdoor Program in the planning, organization, leadership and evaluation of outdoor activities. Demonstrates good customer service with all trip patrons and maintains a general knowledge of Recreational Sports and Outdoor Program rules, regulations and policies. Finally, promotes the mission of Recreational Sports in spirit and in action.
- B. Primary responsibilities or key duties of the job (tasks performed regularly):**
1. Provide excellent customer service and maintain positive relations with trip patrons and co-workers.
 2. For assigned trips and workshops, confirm trip reservations, make a trip or workshop itinerary, plan and lead pre-trip meetings, prepare trip patrons for the trip or workshop, request and organize equipment, make ration plans and purchase food and supplies.
 3. Safely and effectively drive trip patrons to off campus trip and workshop locations and follow all P.A.C.E. Driving and Outdoor Program driving policies and procedures.
 4. Completing post activity paperwork, clean, repair, and put away activity equipment and account for trip and workshop income and expenses.
 5. Demonstrate knowledge of the use and maintenance of outdoor equipment, skills in group dynamic concerns and mediation, skill instruction and teaching, safety and risk management.
 6. Inform Outdoor Program administration of any problems that may occur.
 7. Maintain positive relations with all Recreational Sports patrons and co-workers.
- C. Additional duties (tasks performed occasionally):**
1. Operate various computer applications (Class software).
 2. Attend trip coordinator training sessions and monthly meetings.
 3. Attend additional Recreational Sports Student Development Sessions.
 4. Make phone calls to staff and patrons.
 5. Assist in the design and implementation of skill development workshops.
 6. Assist in recruiting and mentoring new outdoor program staff members.
- D. Basic Qualifications:**
1. Accurate computer skills, ability to add, subtract, and multiply.
 2. Certified in CPR/PR, AED, Standard First Aid, BBP training, Sexual Harassment training (Wilderness First Responder, WFR, certification is proffered but not required).
 3. Successfully complete the P.A.C.E driving training and BGSU on-line 15 passenger van training, and clear the Ohio Motor Vehicle Record with less than four points.
 4. Ability to work with office/computer equipment.
 5. Ability to communicate (verbal and written).
 6. Maintain a 2.0 GPA.
 7. No more than 4 points on your motor vehicle driving record.