

BGSU Recreational Sports Student Employment Job Position Description

Job Title: Outdoor Program Trip Manager

- A. Main Purpose of the job:** Assist in the management of the Outdoor Program trip and workshop operation. This position includes planning, organizing, and managing the coordination, implementation, and evaluation of Outdoor Program activities. Demonstrates good customer service with all trip patrons and maintains an advanced 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. Manage the development of excellent customer service and positive relationships with trip patrons and Outdoor Program staff members.
 2. Manage staff duties associated with confirming trip reservations, developing trip or workshop itineraries, planning and leading pre-trip meetings, preparing trip patrons for trip or workshops, organizing equipment, ration planning and food and supply purchases.
 3. Assist in the instruction of the P.A.C.E. Driving curriculum and managing the Outdoor Program driving policies and procedures.
 4. Manage the completion of post activity paperwork, the cleaning, repair, and storage of activity equipment and accounting 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. Work with Outdoor Program administration to identify and resolve activity related problems that may occur.
 7. Promote the mission of Recreational Sport.
 8. Enforce all rules and regulations.
- C. Additional duties (tasks performed occasionally):**
1. Operate various computer applications (Class software).
 2. Plan, coordinate, and instruct portions of trip coordinator training sessions and monthly meetings.
 3. May be required to work special events outside of regular operation hours.
 4. Attend additional Recreational Sports Student Development Sessions.
 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. Strong ability to communicate (verbal and written).
 6. Maintain a 2.5 GPA.