

# **Job Description**

## **Student Employment Offices**

**College of Saint Benedict      Saint John's University**

**Job Title:** Outdoor Leadership Center (OLC) Associate

**Department/Agency:** Saint John's Outdoor University / Adventure Programming / OLC

**Wage:** Level 1

**Categories:**

**Length of Position:** Academic year starting Spring 2015 and continuing into 2015-16 academic year

**Function/Description of the Position:** Saint John's Outdoor University Adventure Programming provides opportunities for CSB/SJU students and others to safely experience and enjoy the outdoors while gaining environmental knowledge, life skills, and personal growth.

The Outdoor Leadership Center, a unit of Saint John's Outdoor University, provides expertise, programming, and equipment to CSB/SJU students and others wishing to experience the outdoors. The OLC cooperates with CSB Campus Recreation, Women's Expeditions, Peer Resource Program (PRP), Colledgebound, and all the programs of the Outdoor University to meet the overall goals.

The OLC Associate supports the programs and operations of the OLC. The Associate is primarily responsible for the day-to-day functioning of the OLC and designing and leading programming.

The position offers the student valuable knowledge about the environment, creative thinking opportunities, and practical field experience. Ultimately, the position requires respect for the natural world that must be incorporated into the work.

### **Duties & Responsibilities:**

- Work scheduled hours to ensure the smooth functioning of the OLC and delivery of programs
- Listen to customer needs, questions, and suggestions
- Check out/in equipment; complete invoices, receive payment, check equipment, and handle liability waivers
- Clean and maintain equipment and assist with the equipment inventory
- Assist in the purchase of new equipment including researching products and contacting company representatives or area businesses (may be asked to coordinate equipment purchases)
- Help with the upkeep of the OLC and related spaces (this includes the ability to lift and move equipment that weighs up to 75 pounds; handle fuel and cleaning materials; use tools to maintain a range of outdoor equipment)
- Assist with the processing of the daily transactions (may be asked to assist the Manager and Assistant Manager with the budget and preparation of financial reports)
- Create general OLC and specific OLC program marketing
- Assist in maintaining the Home Page
- Design, organize, lead, and evaluate programs for OLC customers wishing to experience the outdoors.
- Update the OLC Manual to reflect updates in programming
- Operate in accordance with the OLC liability assessment
- Schedule and sign-up individuals and groups for programs and trainings
- Assist Lead Associates with training individuals participating in programs
- Transport program participants (e.g., Canoe Shuttles, Power Ridge Shuttles)
- Cooperate and work with members of the Outdoor University, CSB Campus Recreation, Women's Expeditions, Peer Resource Program (PRP), Colledgebound and other outdoor-related organizations on the campus and in the local community
- Participate in regular OLC meetings and trainings
- Work with the Lead Associate(s) for continuous day-to-day training and development
- Regularly communicate information about operations and programs to the Manager and Assistant

Manager(s)

- Represent the OLC at events assigned by the Manager

**Minimum Qualifications to perform the duties of the position:**

- Must be reliable, trustworthy, and able to work independently as well as with others.
- Strong interpersonal and communication skills
- Ability to work in a flexible and changing environment with minimal supervision
- Self-motivated, able to identify organizational needs and operate proactively
- Preference given to those that appreciate and have a strong desire to learn more about the natural environment and outdoor pursuits
- Committed to continuous learning and improvement on both an organizational and personal level
- Ability to work with supervisors to contribute to the success of the OLC
- Demonstrate a sense of commitment to the Center, ultimately fostering the success of the both the individual and the OLC
- Able to work with a wide variety of people with a range of outdoor-related experience
- Able to examine situations and solve problems
- Ability to develop, lead, and evaluate programming
- Innovative: makes suggestions that would better meet customer needs, improve programming, and enhance marketing efforts
- Experience with or willingness to learn equipment maintenance and repair
- Should be in generally good health and be capable of periods of prolonged walking and exposure to the outdoors.
- Must be able to lift 50 pounds on a regular basis and able to lift up to 75 pounds on occasion.
- Preferably experience in a retail business and outdoor activities
- Certified in First Aid and CPR or willing to become certified.
- Experience with or the willingness to learn computer software programs that support the functioning of the OLC (e.g., Home Page development, spreadsheets for maintaining inventory, budget program)
- Hold a valid driver's license and be certified in or eligible for completing a Defensive Driving course
- A criminal background check is required for this position and the offer of employment will be contingent upon receipt of a successful background check.

**Work Schedule:**

Academic Year: 10-12 hours a week. This position starts Spring Semester 2015 with a training and orientation period. This position then continues full time into the 2015-16 Academic year.

Must be available to work weekdays, evenings (as late as 11:00 pm), and weekends (may be required to be present as early as 6:00 am and stay as late as 11:00 pm).

**Contact Person:**

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