



California State University
SAN MARCOS

Job Description

Department: Campus Recreation
Position Title: Outdoor Adventures Assistant
Time Base: Maximum 20 hours/week

Position Reports to: Outdoor Adventures Coordinator
Exempt or Non-Exempt: Non-Exempt

PURPOSE OF POSITION:

Under general supervision, the OA Assistant is responsible assisting with the planning and implementing the Outdoor Adventure trips offered by REC. Other responsibilities include providing excellent customer service to all patrons and guests of the Clarke Field House, while serving as an ambassador of “REC” by working to increase student life and promote wellness throughout campus. This position may coordinate, implement, and plan projects of a varied and complex nature and foster working partnerships with several other entities on campus.

Average work hours will be 12-14 max unless on a trip for Outdoor Adventures or other approved circumstances.

Position Requirements:

- Must be continuously enrolled at least half-time during the academic year with no less than 3 semesters before graduating. Undergraduate students (including credential students) must be continuously enrolled for a minimum of 6 units. Graduate students must be continuously enrolled for a minimum of 4 graduate level units.
- Must maintain a minimum cumulative GPA of 2.0.
- Must remain in good standing with the University.
- Must have (or obtain within first two months of employment) CPR, First Aid, AED, Wilderness First Aid certification.
 - Wilderness First Responder Certification is a potential option for students who have 2+ years before graduating
- Must be able to lift up to 50 pounds.
- Must be able to comfortably walk long distances on different terrains at different elevations for extended periods of time.
- Must have previous experience with the Outdoors or assisting with event planning, coordination, and support.
- Must be available and willing to work evenings, Fridays, weekends, and over academic breaks.
- Attend all required training programs including but not limited to Wilderness First Aid, Leave No Trace, Defensive Driving, Food Handlers and event planning.
- If a program requires the OA Assistant to drive, additional minimum requirements will be enforced.
- Must have a valid driver’s license and be comfortable and competent with driving; 21+ year old students strongly preferred for driving rental vehicles.
- Must have flexibility to work weekends as assigned.
- Must attend the **MANDATORY** Outdoor Leadership Training in winter and summer
- Must attend mandatory weekly staff meetings.

Responsibilities include, but are not limited to

- Assist with the marketing and promotion of Outdoor Adventures.
- Assist the Coordinator with some aspects of programs in a detailed oriented fashion, such as pre-trip meetings, sign-ups, on/off site logistics, meal plans, risk management plans, equipment and all pertinent paperwork.
- Assist with the creation of office shift schedules using the Humanity software for OA student assistants.
- Create Presence events with appropriate waivers and forms for each Outdoor Adventure trip.
- Inform appropriate REC staff and participants about all aspects of the trips.
- Actively participate and assist with OA/REC meetings to determine operations priorities, timelines, and tasks.
- Attend all required Student Assistant training programs and weekly meetings.
- Assess programs/trips and the CSUSM community needs on an on-going basis.
- Provide excellent verbal and written communication and customer service for the CSUSM community and participants.
- Always prioritize safety and risk management.
- Comply with all university and REC policies and procedures.
- Attend retreats, conferences, and other professional development opportunities as needed.
- Able to work well with diverse groups, clients, constituents, and event types including events for and by students, faculty, university departments, and community groups.
- Able to move event-related equipment and supplies in an efficient manner.
- Able to articulate our program philosophy and mission to others.
- Knowledge of Microsoft programs such as Excel and PowerPoint used at CFH and other basic software.

- Related tasks as assigned.

Outdoor Adventures Assistant will have the opportunity to (or will be requested to) work additional hours assisting with Campus REC events.

Hourly Rate: Starting at \$16.90/hour