

Position Title: Outdoor Adventures Graduate Assistant
Department: Recreation and Wellness
Division: Student Affairs
Reports To: Coordinator, Outdoor Adventures
Hours Per Week: 20 hrs Minimum



Compensation:

- \$10,000 Stipend from August 1 - April 30 + additional compensation for trip leading
- \$15.00 Hourly Wage from May 1 - July 31 (*summer hours not required, but available*)
- In-state Tuition Waiver
- All other student fees and credit hours above the maximum allowed are not covered.
- Funding for certifications and professional development opportunities possible.

Department Overview

The Department of Recreation and Wellness, housed in the Division of Student Affairs, believes in a balance of social, mental and physical wellness which creates a foundation for successful, healthy individuals. We foster comprehensive wellness by engaging students and the UNCG community in experiential and educational opportunities. We promote lifelong success through meaningful and inclusive programs and resources.

Position Description

The Outdoor Adventures Graduate Assistant is a position of significant importance to the successful operations of the Outdoor Adventures program. Graduate Assistants are tasked with the responsibility of learning how to run a collegiate outdoor recreation program. They are expected to work 20 hours per week minimum with flexibility around class schedules available. This Graduate Assistant for Operations responsible for assisting with the daily operations of Outdoor Adventures, consisting of management of the climbing wall and resource center, and leadership and supervision of student staff

Tasks & Responsibilities

The Outdoor Adventures (OA) Graduate Assistant for Operations will assist with the daily operations of the rental program, front desk, and indoor climbing facility. They will spend their time learning and subsequently being responsible for all areas of focus during the two year appointment. A majority of the GAs time will consist of daily operations at the climbing wall and the front desk of Outdoor Adventures as well as route setting & supervising route setters, climbing wall maintenance, climbing wall clinics, and gym-to-crag programming. This GA will also facilitate programming on the Expedition Course at Piney Lake and assist with small group programming as needed. This GA is also responsible for coordinating all aspects of the annual bouldering and top rope climbing competitions.

During both years, Graduate Assistants are expected to help recruit, hire, train, schedule, supervise, and evaluate undergraduate student employees. They will be responsible for executing weekly payroll for student employees, contributing to monthly All Staff Meetings, leading monthly Supervisor Meetings, and conducting corrective meetings with student staff members to provide feedback. They are expected to obtain their CPR for the Professional Rescuer instructor certification and assist with conducting drills, skills clinics, and teaching CPR courses for the Outdoor Adventures staff. They will assist with risk management planning and implementation of policies and procedures for all programs and facilities. The Graduate Assistant is expected to be a present and an active leader of the Outdoor Adventures community. They should seek and develop professional development opportunities by attending local and national conferences and seeking training in technical skills related to the field.

Administration & Daily Operations (50%)

- Assist with the daily operations of the indoor climbing facility.
- Assist with the leadership of climbing clinics and trainings.
- Assist with Expedition Course training and programming.
- Assist with equipment purchasing and management.
- Assist with annual program budget planning.
- Plan, implement, and evaluate annual Top Rope and Bouldering Competitions.
- Foster an inclusive climbing environment for all climbers.
- Manage administrative functions of Innosoft Fusion.
- Support large-scale events hosted by Outdoor Adventures.
- Serve as an Outdoor Adventures supervisor as needed.
- Work on special projects and serve on work committees within the Department of Recreation & Wellness and the Division of Student Affairs.
- Other duties as assigned.

Staff Supervision & Development (30%)

- Recruit, hire, train, schedule, supervise and evaluate undergraduate student employees.
- Execute monthly payroll for student employees.
- Assist with planning staff trainings, meetings, and other developmental opportunities for student-employees.
- Directly supervise the Climbing Wall Program Assistant.
- Responsible for facilitating Outdoor Adventures Supervisor meetings.

Risk Management (15%)

- Assist with program policy development and implementation.
- Assist with inspections of climbing wall and expedition course.
- Maintain CPR for the Professional Rescuer Instructor certification and teach CPR courses and conduct emergency drills for student staff.

Marketing (5%)

- Assist with marketing and promotion of trips, events, and climbing facility.
- Promote and inform participants and potential participants about Outdoor Adventures programs.
- Contribute to content creation for Outdoor Adventures Social Media

Required Skills, Experience, and Certifications

- Bachelor's degree in Outdoor Recreation/Education, Recreation Management, or related field preferred.
- Full admittance and enrollment in a UNCG graduate program and remain in good academic standing (3.0 GPA minimum required).
- Previous experience working in an outdoor recreation and education program, including a rock-climbing facility, equipment rental operations, and adventure-based trip program.
- Trip leading experience in several of the following activities: rock climbing (indoor and outdoor setting), whitewater kayaking, sea and flat-water kayaking, backpacking/hiking, caving, and biking.
- Experience in planning, supervision, and program development in outdoor recreation.
- A valid driver's license and approved driving record (driving check required at time of appointment).
- Excellent verbal and written communication skills and the ability to work with diverse groups.

- Successful completion of criminal and driving background check.
- Ability to make a minimum of a 2-year commitment to the program.
- Ability to work in a team-oriented environment.
- Willingness to learn and develop practical and transferable leadership skills.
- UNCG Belay certification (available upon hire)
- CPR for the Professional Rescuer Certification and First Aid Certification (can obtain after getting hired offered through RecWell).
- Current NOLS Wilderness First Responder certification.
- Enthusiasm about Outdoor Recreation

Preferred Skills, Experience, and Certifications

- Previous leadership/teaching experience (recommended).
- Previous customer service experience (recommended).
- Previous experience with Innosoft Fusion, Connect2Concepts, and Time Clock Plus.

The National Association of Colleges and Employers | Career Readiness Competencies

<https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>

- 1) Critical Thinking/Problem Solving
- 2) Oral/Written Communications
- 3) Teamwork/Collaboration
- 4) Digital Technology
- 5) Leadership
- 6) Professionalism/Work Ethic
- 7) Career Management
- 8) Global/Intercultural Fluency

If you are an individual with a disability and need reasonable accommodation to participate in the application process, please contact the Department of Recreation & Wellness by phone at 336.334.5924 or email at recwell@uncg.edu.