

# Campus Recreation

# Volunteer Assistant Trip Guide & Rental Center Attendant



## Position Description

Campus Life Classification: Level 1

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### *QUALIFICATIONS*

- Experience planning, leading and evaluating wilderness focused trips.
- Strong leadership and organization skills
- Excellent people skills
- Ability to work with a diverse range of people
- First Aid/CPR
- Positive work ethics, including respect and flexibility
- Good attitude toward the SOAP program as well as the University as a whole

### **Preferred Qualifications:**

- Advanced training in wilderness medicine
  - Experience in assessing and managing risk in outdoor settings.
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### *RESPONSIBILITIES*

#### **Assistant Trip Leader**

- Plan, prepare, lead, evaluate and clean up for trips ranging from hours to full weekends
- Provide assistance in instruction and group control
- Be aware of the participants physical and emotional state
- Adhere to Leave No Trace principles during all programs
- Provide first aid if necessary on trail
- Attend pre-trip meetings with the trip leader and supervisor
- Work nights and weekends (1-2 events per month)

#### **Rental Center Attendant**

- Know and understand the rules and regulations of the rental center
  - Log gear in, gear out and reserved gear properly
  - Forward information dealing with late returns or damaged gear onto the supervisor
  - Use office time appropriately (keep the back rooms clean and the gear accounted for, then help with other SOAP projects, such as the planning of trips)
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### *COMPENSATION*

- Since this is a volunteer position, there is no hourly pay; however, the student will get to go on the trips that he/she guides for free, so long as they follow the given responsibilities
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### *REPORTS TO*

- Krystal Carlson, Trips and Equipment Rental Supervisor, Campus Recreation
  - Jared M. Johnson, Outdoor Recreation Specialist, Campus Recreation
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### *QUESTIONS AND SELECTION INFORMATION*

- For questions regarding this position, please contact Krystal Carlson at [kcarls23@uwsuper.edu](mailto:kcarls23@uwsuper.edu)