UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION

Working Title: Outdoor Recreation Specialist
Hayes Hill Title/Level: Associate Recreation Specialist/100% 12-month Appointment
Position Reports to: Director of Campus Recreation

Position Summary: The Outdoor Recreation Specialist will provide leadership in outdoor recreation and experiential education programming. This position will supervise the Superior Challenge Ropes Course, indoor climbing wall, the Superior Adventures Program, aquatic programming, and will coordinate event management as needed. This is a full time, twelve-month position, which will require occasional early morning, evening and weekend hours.

Duties and Responsibilities:
1. Develop, coordinate, market, lead, and oversee various outdoor adventure trips.
2. Develop, coordinate, market, and oversee outdoor workshops, seminars, clinics, and instructional courses.
3. Develop, coordinate, market, provide leadership, and oversee the Outdoor Adventures Rental Center. Manage day-to-day operations that include staffing, reservations, cash handling, equipment maintenance, repair, upgrade and replacement, and inventory control.
4. Develop, coordinate, market, schedule and oversee all programming and facility use agreements for the Superior Challenge Ropes Course and indoor climbing wall.
5. Develop, coordinate, market, and lead Pre-Orientation Outdoor Program for incoming first-year students.
6. Develop, coordinate, market, and oversee a wide array of aquatic programming.
7. Coordinate and oversee the facility operation of the Superior Challenge Ropes Course, indoor climbing wall, and pool. Including, the maintenance and repair of each facility to ensure that all facilities operate within required risk management procedures. Conduct facility inspections and risk management assessments.
8. Hire, lead, supervise, mentor, evaluate, and ensure proper training, to industry standards, of student personnel and participants, including; student program managers, student supervisors, challenge course facilitators, climbing wall attendants, lifeguards, and other Campus Recreation student staff for the Superior Challenge Ropes Course, indoor climbing wall, and pool.
9. Develop, coordinate, market, and oversee outdoor adventure camps and community programming.
10. Maintain accurate participant records and conduct assessments to determine satisfaction levels, areas of improvement. Participate in overall assessment planning and departmental goal setting.
11. Assist in the development of all annual facility and program budgets, including program revenue and general purpose revenue operations.
12. Assist with supervision and/or facility management of the Marcovich Wellness Center and other recreational facilities during special events.
13. Foster positive relationships with all external and internal constituencies served by the University.
14. Remain actively involved in professional activities relative to the position.
15. Participate on campus and community committees that benefit the mission of the University.
16. Other duties as assigned by supervisor

Knowledge, Skills and Abilities:
- Knowledge of outdoor recreation opportunities in the Lake Superior Region
- Knowledge of individual and group work techniques used in recreational instruction and organization
- Knowledge and experience in the supervision of staff
- Demonstrated skills in kayaking, canoeing, climbing, hiking, camping, and group dynamics
- Skill in organization and planning, follow-through, and flexibility in dealing with multiple, rapidly changing tasks.
- Effective leadership and teamwork skills.
- Ability to coordinate outdoor adventure programming
- Ability to coordinate Challenge Course operations
- Ability to manage and operate indoor climbing wall
- Ability to manage and operate an aquatic facility
- Ability to coordinate retail and/or rental operations
• Ability to exhibit creativity, self-direction and the capacity for independent work, multi-tasking and organizational skills
• Ability to set priorities, resolve conflicts, and manage multiple priorities
• Ability to work varied shifts including evenings and weekends
• Ability to work with variety of people from multiple disciplines, nationalities, and cultural backgrounds.
• Ability to commit to the highest ethical standards.

Minimum Qualifications:
• Master’s degree in related field
• 2 years of demonstrated experience in outdoor adventure programming and/or instruction.
• 1 year demonstrated experience in the management and operations of a high and low ropes/challenge course and indoor climbing wall.
• Valid U.S. Driver’s License.

Desirable Qualifications:
• Significant progressive experience in the management of recreational facilities and programming preferred
• Relevant Certifications – CPR/AED Instructor Certified, Lifeguard, Wilderness First Responder, American Canoe Association Certified, Association of Challenge Course Technology, Professional Climbing Instructors Association
• Previous experience in collegiate environment (including extensive involvement with student development and supervision).