



Outdoor Recreation Trip Leader Job Description

Department: Campus Recreation

Term: Hired by year

Thank you for your interest in joining Outdoor Recreation!

Outdoor Recreation seeks highly motivated students who want to enrich their college experience by increasing their workplace and leadership skill sets. Students who desire to get the most out of their college years and are not afraid of challenging themselves are invited to apply to become a part of our program.

We want staff who are lifelong learners and highly skilled beyond their classroom learning. We help our staff learn life skills that are important no matter your career. Here are a few examples:

- How to handle logistics, details, and make organized plans.
- How to lead diverse groups of people
- How to respond in emergency situations.

If you are interested in joining the Outdoor Recreation team, review the application materials provided here, and complete the Student Employment Application. Include a typed cover letter and resume. Email it to bwegehaupt@campbell.edu or hand your application in to the Carter Gym Front Desk.

Job Summary:

In addition to their role as a Check-Out-Center (COC) operator, Trip Leaders (TL's) will be responsible for the overall supervision of the Outdoor Recreation Trip/Clinic they are leading. This includes supervising the Campus Recreation staff, participants, and facility. This position requires leadership, critical thinking skills and the ability to work independently. TL's must work constructively and collaborate with COC operators, other TL's, and most of all trip participants. TL's are expected to maintain an awareness of potential problems while creating a comfortable, friendly and adventurous atmosphere.

Position Requirements

1. Must be a current Campbell University student
2. Must obtain CPR/AED certification (*conducted each August during training)
3. Must possess a valid driver's license
4. Must be 18 or older
5. Must be capable of carrying a backpack load of at least 60lbs over several miles of rough terrain
6. Interest in backcountry travel and outdoor activities
7. Capable of committing one year to the program
8. Desire to learn how to teach, lead, supervise, and provide fun and meaningful activities for the Campbell community on campus and in challenging environments
9. Strong interpersonal skills, excellent presentation, written and verbal communication skills.
10. Commitment to professionalism and quality customer service.
11. Ability to work with other student employees.



Preferred Qualifications

1. Climbing and belay experience
2. Experience on adventure trips
3. Personal experience with outdoor recreation activities
4. Knowledge of outdoor equipment such as tents, backpacks, stoves, skis, and snowboards
5. Current Wilderness First Aid or Wilderness First Responder certification

Basic Responsibilities

1. Responsible for the set up and break down of Outdoor Recreation activities
2. Assist the Graduate Assistant for Outdoor Recreation with the day-to-day operations of outdoor recreation events/trips
3. Attend and assist in leading all staff and skill-specific trainings
4. Strong verbal communications skills
5. Display professionalism at all times
6. Other duties as assigned by the Graduate Assistant for Outdoor Recreation
7. Provide leadership and supervision to trip participants as well as other campus recreation staff

Additional Information

1. Outdoor Recreation hours of operation are outside of the traditional workday. TL's are expected to work weekend shifts, as this is when most Outdoor Recreation trips occur.
2. Staff meetings are also held, which all TL's are expected to attend.
3. TL's are responsible for clocking in and out each shift and keeping up with their own hours.

Please write a cover letter with your application. This is your chance to tell us anything you want. Here are a few topics you could include, but we appreciate creativity.

- Why do you want to work for the OPC?
- Have you ever been on an OPC trip? What was it like?
- What do you want to gain from your time at the OPC?
- Tell us more about who you are.
- How do you spend your time? Tell us about your other commitments, hobbies, and things you like to do.

Please submit the Student Employment Application, resume, cover letter, and your responses to these questions together.

Once accepted into the program, the development and promotion process begins. Staff partake in specialized trainings to work in the Check-Out-Center. Staff also begin to gain field experience serving as part of leadership teams for trips.

I appreciate your application -

Braedon Wegehaupt - Graduate Assistant for Outdoor Pursuit

Campbell University
Department of Campus Recreation
Student Employment Application



Outdoor Recreation

Personal Information

Name: _____ ID Number: _____
Local Address: _____
Permanent Address: _____
Local Phone: _____ Permanent Phone: _____
E-mail: _____ Is this e-mail current now & during summer? _____

Emergency Contact

Name: _____ Relation to Student: _____
Telephone: _____

General Information

University classification: (i.e. Freshman, Senior, Grad Student, etc.) _____
Major: _____ Anticipated Graduation Date: _____
Are you presently employed on campus? ____ No ____ Yes (where): _____
Are you Community CPR certified? ____ No ____ Yes Expires: _____
Please list any emergency medical training you have received (WEMT, First Aid, and CPR etc.) and include photocopies of certifications (both sides): _____
Are you willing to work some Holiday hours? ____ No ____ Yes
Do you know anyone who works here now? ____ No ____ Yes (who): _____

Employment References

Name of Supervisor	Place of Employment	Phone Number	Dates of Employment
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I believe and understand that the aforementioned information is true to the best of my knowledge and that any false or misleading information is sufficient grounds for disqualification of this application or termination of employment. Completion of and submission of this application does not guarantee employment with the Department of Campus Recreation or Campbell University.

Signature

Date