

Manager, Outdoor Adventure Programs (PRN38478B)

Department: 00314 - Campus Recreation

Salary: \$48,000 - \$53,000

Work Schedule: Full-Time, Day

Job Summary

Working within the division of Student Affairs, in the Campus Recreation Services department, the Manager of Outdoor Adventure Programs manages all aspects of trips and outdoor adventure educational programs for Campus Recreation Services (CRS). This includes the management of trip programs, educational clinics, hiring, training and supervision of student staff, rental operations assistance, and providing support for various University Departments. The manager provides guidance, student development, supervision and support to all Outdoor Adventure staff, and participants. The manager develops new areas of adventure programs, as demand and opportunity indicate. Outdoor Adventures provides the University community with outdoor equipment rentals, adventure trips, special events, and cooperative programming and engagement in the local community.

At University of Utah, we ask a lot of our employees, which is why we give so much in return. In addition to your competitive salary, medical/dental/vision/life plan and up to 14.2% contribution to your retirement plan, Campus Recreation Services offers this position the following perks, including:

- **Flexibility:**

Up to 4 days a month (depending on your work) feel free to skip the commute and hit your deadlines from home.

- **Office Culture:**

We have a highly collaborative office. Dress code is relaxed business/casual –we want you to be comfortable. Group and team activities to get to know your co-workers and step outside the office. Kick back and refocus in the relaxation room.

- **Wellness in action:**

Take advantage of our many health and wellness programs on-campus and virtually. This includes mental health and resiliency support, nutrition services, and more.

Free membership to the Eccles Student Life Center. Free sport and outdoor equipment rental, fitness classes, Intramural Sports participation.

- **Community:**

Discounted and sometimes free admission to arts, cultural, museum, lectures and select sporting events on campus.

- Learning:

In addition to the many free educational opportunities on campus, the University offers 50% tuition reduction for eligible employees and their families. We also offer many professional development opportunities and an annual budget to develop your skills.

Other benefits and services include:

- Flexible Spending Accounts (FSA)
- Supplemental Retirement Savings Plans (403(b), Roth 403(b), 457(b))
- WellU Employee Wellness Program
- Accidental Death and Dismemberment Insurance (AD&D)
- Supplemental Life Insurance
- Employee Assistance Program (EAP)
- Long Term Care Insurance
- Hyatt Legal Plans
- UESP

529 College Savings Plan

- Auto/Home Insurance
- Family and Medical Leave Act

Campus Recreation Services

is located at the George S. Eccles Student Life Center, which connects student Life with academic life to create an engaged campus community. Amenities include a 50-meterpool, indoor and outdoor leisure pools, large indoor hot tub/spa, 320-yard indoor running track, bouldering and 4-story climbing wall, 5 sport courts, racquetball courts, 4 group fitness studios, and a combative room. Additional amenities include a branch of the UFirst Credit Union, Shake Smart,

and Athletic Training. Campus Recreation Services operates and schedules three outdoor turf fields, an outdoor track, and four sand volleyball courts.

Student Affairs

is comprised of nearly 20 departments and is focused on supporting student well-being and success with the ultimate goal of assisting students in discovering their passion, people, and purpose. To that end, we aim to foster an environment that encourages employees to embrace innovative service delivery methods to best meet the needs of our students. As a result, students have the opportunity to

participate in the creation of campus culture, collaboratively working alongside professional staff, student leaders, and academic partners.

Student Affairs departments serve all students at the University of Utah, including undergraduate, graduate, and professional students who come from a variety of backgrounds. In order to best support our students, it is important that staff stay aware of issues and best practices related to student development, identity, and sense of belonging, both locally and nationally.

Qualifications

Bachelor's degree. Experience including the management of an outdoor recreation program or equivalency (one year of education can be substituted for two years of related work experience) and 4 years of progressively more responsible management experience. Demonstrated knowledge of the technical skills related to outdoor recreation programs and equipment; demonstrated experience coordinating and leading outdoor adventure trips; instruction in outdoor activities and leader training; , permit procurement and environmental factor experience; demonstrated organizational aptitude; staff training, supervision, and leadership experience; excellent problem-solving skills; risk management proficiency; effective communication skills; and exceptional guest service skills required. Demonstrated ability to work effectively in teams that value interactions among all individuals and foster a sense of belonging and wellbeing. Knowledgeable on standard practices and basic understanding of adventure department in a college community. CPR and Wilderness First Aid Certificates, and a valid Driver's License. Must maintain current driver's license and satisfy University driving standards.

Essential functions of the job as outlined in the position description.

Responsibilities

The following information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty of responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Responsibilities

- Manage and supervises all aspects of the outdoor adventure trips and educational programs, including programming, staffing, training, development, payroll, and planning. Responsible site supervision and leads activities as needed.
- Responsible for recruiting, hiring, training, evaluating, and supervising student trip leaders and senior trip leaders in all functions.
- Develop and lead Beginning Outdoor Leadership Training (BOLT).

- Obtain permits, schedule transportation, plan provisions and equipment and conduct pre-trip meetings.
- Maintain the purchasing, pricing, maintenance, cleaning, inspection, and repair of all trip equipment.
- Create a comprehensive trip and outdoor education program meeting the student needs.
- Develop incoming student outdoor adventure experiences and trips.
- Support Outdoor Adventures rental center with the inventory, maintenance, computer system, and upgrading of equipment.
- Maintain all required certifications.
- Continual review and update of operational and employee manuals.
- Daily, weekly, monthly and yearly reports and program assessment records.
- Provide patron service, positively engaging and assisting in resolving patron issues.
- Assist with the review and enforcement of risk management policies and procedures.

Foster a strong and positive learning culture for students and help them to increase enthusiasm and understanding of the learning process.

- Assist in developing budget information for functional areas and monitor revenue and expenses to remain within budget.
- Manage all program marketing working with the marketing team for all advertising and publicity for programs.
- Assist with the department's student leadership development training for all students in a leadership role.
- Support team building programs and activities for department and campus community.
- Support departmental diversity, equity, and inclusion efforts.
- Assist with department and division wide programs and initiatives.
- Attend local, regional, and national conferences to stay current on the industry trends or practices.
- Assess and report on all aspects and functions of position and support the standards and learning outcomes as illustrated in NIRSA and CAS standards.
- Work with the department of Campus Recreation Services to by providing high quality programming, engaging and developing students in a manner that enhances their ability to be successful, adding to the campus experience and representing the University of Utah to the highest standards.
- Attend regular professional staff meetings and departmental events.
- Must be able to work a flexible schedule including nights and weekends. Opportunity to telecommute 4 days per month. Working a flexible schedule to best meet the needs of the position and work life balance.

- Other duties as assigned.

Problem Solving

The incumbent provides independent oversight and decision making for OA trips and programs, operations and related equipment, including internal, University and external groups. The appropriate administration of activities for including planning, staffing, and application of CRS and University Risk Management guidelines and policies is crucial, as selected staff are responsible for making decisions in life altering situations. Must communicate effectively with all guests and program participants and have the ability to work with multiple levels of personalities and respond to both operational changes and emergency situations.

REPORTING RESPONSIBILITY

This position reports to the Associate Director of Adventure and Sport

Preferences

Preferred Qualifications:

Master's Degree, Wilderness First Responder, or higher-level training, Connect 2 software experience, Fusion software experience. American Red Cross CPR/First Aid Instructor certification or additional wilderness medical certifications. Instructor Trainer certifications.

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