

Outdoor Adventure Program Challenge Course Graduate Assistant Student Engagement & Enrollment Services, Recreation & Wellness

Number of Positions: 1

Job Summary: The Recreation and Wellness Outdoor Adventure Program Challenge Course Graduate Assistant assists the Assistant Director of the Outdoor Adventure Program with the administration of the Challenge Course Graduate Assistant will report to the Assistant Director of Outdoor Adventure Programs.

Office Website: <https://www.odu.edu/recwell>

Duties & Responsibilities:

- Assist with the development and management of the Challenge Course program.
- Hire, train, and supervise student employees of the Challenge Course program.
- Evaluate student employees through verbal and written reports.
- Assist the Assistant Director in the budgeting of student payroll and operational expenses.
- Assist Assistant Director in the design and implementation of staff trainings for the Challenge Course programs.
- Assist in the management of group use and special events for the Challenge Course including reservations, meeting with clients to define group goals and objectives for their program, scheduling of staff, and implementation of these specialized programs.
- Serve as a member of the Challenge Course staff for specialized group use.
- Provide excellent customer service; be courteous and exceed customer expectations
- Promote and market Outdoor Adventure Program opportunities to the ODU community.
- Supervise staff compiling statistical information of participation in the Challenge Course program and contribute monthly highlights, and participation numbers.
- Record keeping of Challenge Course participation data.
- Supervise staff performing equipment inventory, facility maintenance schedules, and make purchasing recommendations to the Assistant Director.
- Maintain a 3.0 GPA each semester in graduate level classes.
- Assist with Recreation and Wellness special events and other duties as assigned.
- Serve as a contributing member to the Recreation and Wellness Department.
- Develop department-wide programming for implementation during challenge-course slow seasons.
- Other duties as assigned.

Required Skills/Abilities:

- Bachelor's Degree in Recreation, Outdoor Education or related field
- Acceptance to one of the following Old Dominion University academic majors: Sports Management, Higher Education, Physical Education, or other closely related field
- Demonstrate strong leadership and organizational skills, and a strong work ethic
- Experience with a collegiate adventure program with specific experience in team facilitation
- Ability to work well in a team setting that promotes student development and empowerment
- Knowledge and experience in employee supervision and training
- CPR, First Aid, and AED certification or the ability to obtain within 30 days of hire
- Possess excellent written and verbal skills
- Computer proficient with various software including MS Office, Adobe, Outlook
- Valid Driver's License and ability to meet University's vehicle policies and procedures

- Position subject to criminal background check

Preferred Qualification:

- Wilderness First Responder or Wilderness First Aid.
- Experience in multiple outdoor recreation activities.
- Experience in bicycle maintenance.
- ACCT, ACA, AMGA, PCIA or LNT Certifications
- Challenge course facilitation experience.

For More Information, Please Contact:

Mike Willett, Assistant Director for the Outdoor Adventure Program, 1207 Student Recreation Center, 757-683-5042, mwillett@odu.edu

Position Reports to: Mike Willett

Compensation: A stipend of \$10,000 will be paid over the fall and spring semesters. There is a 61% tuition and fees waiver for eligible out-of-state students. A full tuition waiver will be offered for Ph.D. students.

Length of Assistantship: 10 months

How to Apply: How to Apply: If you are able - [Complete this online application!](#) If you cannot click hyperlink, then please visit the following website to complete an online application:
<https://form.jotform.com/203424681891156>

