

**Outdoor Adventure Program/Trips & Special Events Graduate Assistant
Student Engagement & Enrollment Services, Recreation & Wellness**

Number of Positions: 1

Job Summary: The Recreation and Wellness Outdoor Adventure Program Graduate Assistant assists the Assistant Director and Coordinator of the Outdoor Adventure Program with the administration of the Outdoor Adventure Program, specifically the Adventure Trip program and special events.

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

Duties & Responsibilities:

- Assist with the development and management of the Outdoor Adventure Program, specifically the Trip program and multiple special events.
- Hire, train, and supervise student employees including, the Adventure Trip Manager, and Trip Leaders.
- Assist the Assistant Director and Coordinator in the design and implementation of staff trainings for the Outdoor Adventure Center and Trip Leader programs including a yearlong training for Apprentice Trip Leaders.
- Assist in the development of the semester trip schedule including trip destinations/activities, budget design, staffing, marketing, and assessment.
- Plan and lead trips during the semester and some holiday breaks as needed.
- Evaluate student employees through verbal and written reports.
- Assist the Assistant Director and Coordinator in the budgeting of student payroll and operational expenses.
- Promote and market the Outdoor Adventure Program to the ODU community.
- Supervise staff compiling statistical information of participation in Trip program and the Outdoor Adventure Center and contribute monthly highlights.
- Supervise staff performing equipment inventory and make purchasing recommendations to the Assistant Director and Coordinator.
- Maintain a 3.0 GPA each semester in graduate level classes.
- Serve as a committee member on the Climb On annual event.
- Assist with Recreational Sports special events and other duties as assigned.
- Serve as a contributing member to the Recreation and Wellness Department.

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 leading diverse participants in backpacking and at least one of the following areas: rock climbing, canoeing, sea kayaking, mountain biking, surf kayaking, or surfing
- Knowledge of use and maintenance of various types of outdoor equipment
- 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
- ACA, AMGA, PCIA or LNT Certifications
- Trip leading, guiding, and trip leader training 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: 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>

