# **Position Summary: The primary purpose of this position is to ensure the successful operation, management and planning of Campus Recreation’s premiere outdoor recreation and education program,Maine Bound.**

# **Essential Duties:**

* + - Planning, administering and providing relevant, safe and exciting outdoor adventure programming and services
      1. Hire, train, and supervise student staff to lead programs and provide services.
      2. Create and implement annual schedule of program and service offerings (canoeing, climbing, kayaking, skiing, snowshoeing, etc).
      3. Create and offer special events such as the Annual Boulder Bash, Adventure Race and others.
      4. Provide regular operational and climbing hours in the Maine Bound Adventure Center and make these known to the campus community in a variety of ways.
      5. Maintain accurate records of participation, injuries, waivers/releases, etc.
      6. Procure necessary supplies and equipment for operation of outdoor education and recreation program.
      7. Provide appropriate safety and risk management training including developing and implementing procedures and policies that minimize participant and employee risk, purchasing and maintaining appropriate equipment, and implementing a system of evaluation of accidents, injuries, etc. to minimize these occurrences.
      8. In cooperation with the Assistant Director for Marketing, develop promotional materials and strategies to advertise and promote Maine Bound programs, services and facilities.
    - Market, offer and schedule programs on the Challenge Course. Oversee the hiring, training and scheduling of appropriate staff. Assure the annual inspection of the course, and generate revenue from the Challenge course as well.
    - Oversee and evaluate the general direction of Maine Boundprograms. Envision and direct initiation of new programs, instructional courses, and venues. Interact with professionals from similar programs and strive to develop and maintain a professional and updated program.
    - Oversee quality assurance in all Maine Bound programs, facilities and services; and oversee program risk management (see above). Develop and review risk management administrative operational guidelines.
    - Instruct 2-5 courses per year and provide extended expedition leadership for 1-2 trips per year. Instruction includes recreational courses and/or academic. Maintain standards of personal and professional performance and fitness appropriate to the terrain and educational goals of the courses taught. Instruct in at least two of the following areas:
      1. Wilderness medicine-instructs certifiable wilderness first aid, wilderness first responder, and technical rescue and search and rescue courses. Capable of offering instruction meets or exceeds the curriculum standards training organizations such as WMA or SOLO.
      2. Mountaineering-top roping and multi-pitch rock and ice climbing, high altitude alpine mountaineering and glacier travel, avalanche science. Capable of offering instruction meet or exceeds the professional terrain and curriculum standards of the AMGA as wells as AMGA instructor for top rope site manager course.
      3. Paddle sports-canoe expedition, sea kayak expedition, whitewater canoeing, whitewater kayaking, sea kayaking. Capable of offering instruction meets or exceeds the professional terrain standard and curriculum standards of the ACA as well as ACA instructor.
      4. Challenge Course Activities-high and low ropes course, organizational and corporate training and development. Capable of offering instruction meets or exceeds the curriculum standards training organizations such as PA and is able to offer instructor-training courses.
      5. Backcountry Travel-summer and winter backpacking, avalanche skills, cross-country skiing, backcountry skiing. Capable of offering instruction meets or exceeds the professional terrain standard and curriculum standards of appropriate organizations- WEA, AMGA, AIARE and PSIA instructor (or equivalent).
    - Modify or supervise curriculums, standard operating procedures, manuals and teaching materials to current standards in areas of expertise.
    - Oversee annual budget in conjunction with the Associate Director of Campus Recreation. Plan and monitor the annual budget. Plan and recommend budgetary and resource support for Maine Boundfacilities programs and services. Manage fiscal, personnel, and equipment resources.
    - Work with accrediting organizations to pursue and/or maintain accreditation, licensing, and certification of Maine Bound and Maine Boundstaff.
    - Serve on campus and department committees as assigned
    - Work collaboratively with various campus departments and off campus agencies in cooperative endeavors.
    - Perform other reasonably related duties as assigned.

1. **Knowledge, Skills and Qualifications**

* Master's Degree in Outdoor Recreation or related field
* Wilderness First Responder
* Maine Guides License required (or ability to obtain within 3 months of employment)
* Position should have additional training or certification in at the instructor level through such organizations as the American Canoe Association, American Mountain Guides Association, Wilderness Education Association, Project Adventure, etc.
* Required to maintain certifications and to participate in ongoing continuing education programs
* At least three years of full-time experience in program administration, leadership and operations. Two years of a related graduate assistantship may be substituted for one year.

1. **Reporting Relationship:** Reports to Associate Director of Campus Recreation
2. **Supervisory Responsibilities:** This position directly supervises one full-time professional (Maine BoundCoordinator), and 30-40 student workers. This position will be directly or indirectly responsible for recruiting, hiring and training, supervising, assigning, and evaluating (including decisions to terminate as needed) these workers.
3. **Position Type:** Professional, Ongoing.
4. **Work Environment and Dynamics:** This position is located in a fast-paced environment. Indoor and outdoor work required (sometimes in rain, snow, and extreme temperatures). This position has a wide range of responsibilities that vary from administrative functions to program instruction.
5. **Work Year:** Full-time, 12 months, Weekend and evening work is required to successfully fulfill the job responsibilities.
6. **Schedule for Evaluation**: In accordance with guidelines outlined in the UMPSA contract.