



Outdoor Adventure Assistant Job Description



Southwestern Intramural and Recreational Activities (SIRA) offers equal employment opportunities for all persons regardless of race, creed, color, national origin, sex, age, disability, or religious belief. SIRA Outdoor Adventure (OA) will develop interview questions based on the information in this job description.

Definition and Purpose:

Outdoor Adventure Assistants report to the Outdoor Adventure Assistant Director and have the responsibility of planning and preparing for SIRA OA outdoor trips and coordinating OA's outdoor equipment checkout service. Additionally, all SIRA Outdoor Adventure employees must provide a safe, enjoyable, and service-oriented environment for participants at all times.

Specific Duties and Responsibilities:

- Ensure the safety of all participants by preventing, responding to, and documenting all incidents and accidents
- Act as a SIRA representative with an extensive knowledge of SIRA's Outdoor Adventure program
- Educate participants about SIRA policies and consistently follow and enforce those policies
- Coordinate the outdoor equipment check-out service including cleaning, maintaining, repairing, and issuing of outdoor gear
- Plan and prepare for SIRA outdoor trips including researching activities, locations, reservations, gear lists, food lists, transportation, costs, and environmental impact
- Willing to assist with a minimum of one OA trip per semester
- Provide program support by maintaining a minimum of 6-8 hours per week and participating in weekly staff meetings
- Provide staff support to SIRA events including, but not limited to, Pirate Training, Family Weekend, Homecoming and NIRSA conference week
- Participate in OA staff orientation and safety training beginning the week before school starts - this will entail strenuous outdoor activities including kayaking, backpacking, and rock climbing.
- Contribute to the development of SIRA programs, philosophies, and policies
- Perform other duties as assigned by SIRA professional staff members

Required Certifications:

- American Red Cross Adult CPR, AED, and Standard First Aid (taken through SIRA as part of safety training)

Required Qualifications:

- Current, full-time student status at Southwestern University
- Ability to work outdoors in various weather conditions
- Available for one or more outdoor trips per semester, including the Texas Outdoor Leadership Conference (TOLC).
- Available to help assist on either the Fall Break or Spring Break outdoor trip.
- Ability to hike, climb, cave, or kayak for long periods of time.
- Ability to lift and carry 35 pounds
- Commitment to student development and leadership
- Awareness of safety concerns and risk management
- Ability to provide customer service
- Awareness of, and appreciation for, individual uniqueness and diversity
- Willingness to become a competent outdoor leader in a sometimes stressful wilderness environment.

Preferred Qualifications:

- Previous outdoor recreation experience
- Available for Wilderness First Aid, and other outdoor trainings