Now Hiring

Student Manager for Outdoor Trips Program

Preference given to current Campus Recreation Student Employees

The Campus Recreation Department strives to meet the dynamic needs and interests of students by providing programs and services that promote positive physical and mental health, encourage lifetime interest in active, healthy lifestyles and provide student leadership opportunities that complement the academic experience.

As part of the Campus Recreation Department, this position will assist with the student-driven program and operational model at the Mashouf Wellness Center. The Mashouf Wellness Center is an exciting, state-of-the-art, 118,700 square-foot facility, supporting general wellbeing by providing recreation and wellness programs and activities for the SF State campus.

**Application Deadline:** Wednesday, February 14th, 2018

**To Apply:** As a department under the Dean of Students area, please complete the Common Application form below in OrgSync. Please prepare to spend 30-45 minutes completing the application. Additionally, we will ask for your cover letter and resume and the attached Staff Availability Sheet to be filled out and uploaded as part of your application.

**Dean of Students - Common Application**

- [https://orgsync.com/13745/forms/299921](https://orgsync.com/13745/forms/299921)

For more information about Campus Recreation:
[www.sfsu.edu/~recsport](http://www.sfsu.edu/~recsport)
Campus Recreation Department
San Francisco State University
Position Description
Student Manager for the Outdoor Trips
($13.50/hr.)
10-15 hrs/wk

Purpose

The main responsibility of the Student Manager for the Outdoor Trips Program is to help oversee the operations and management of the Outdoor Trips Program Area for the Campus Recreation Department. Experience with outdoor recreation and outdoor skills are essential to this position. This person also helps provide overall development and promotion of programs, and contributes to the overall goals and values of the Campus Recreation Department.

Duties and Responsibilities

1. Responsible for assisting full-time staff in overseeing the day-to-day operations of the Outdoor Trips Program Area.
2. Assist in the hiring, scheduling, training, supervision, and leadership mentoring of a qualified and quality Trip Leaders.
3. Review timesheets and provide payroll back-up information.
4. Organize and conduct staff meetings and staff trainings with the Outdoor Trip Staff.
5. Train Outdoor Trips Staff on all current responsibilities and expectations specific to Outdoor Trips and our department/campus.
6. Maintain paperwork and permits relevant to the outdoor trips program.
7. Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
8. Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of facilities related to the Outdoor Trips Program Area.
9. Seek feedback for improvement of the program from participants and staff, and implement changes that will result in a high quality and low risk environment for all participants.
11. Provide a professional, welcoming, and inclusive environment for staff and participants.
12. Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
13. Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.

Qualifications

1. Previous leadership, coordination or management experience is required.
2. Previous outdoor recreation experience (e.g., hiking, backpacking, camping, boating, etc.) and knowledge of outdoor equipment and outdoor skills.
3. Previous teaching experience.
4. Strongly preferred:
   a. Outdoor trip leading experience
   b. Discipline Specific Certifications (any modality)
   c. Current Wilderness First Aid or First Responder Certification
   d. Knowledge of outdoor recreation opportunities in northern California
5. First Aid, CPR, & AED Certified, or willing to obtain within 1 months of being hired.
6. Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
7. Employment may be dependent on passing a background check.
8. Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopier and telephones.
9. Demonstrated leadership skills including strong communication skills, and working in a team atmosphere.
10. Must be able to work independently without direct supervision on day to day tasks.
Staff Availability Sheet

NAME: ____________________  Semester/Year: ___________
Please block off the times you are regularly NOT AVAILABLE TO WORK

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