

# Outdoor Recreation Center

## Volunteer Trip Leader Job Description

**Position Title:** Outdoor Recreation Center Volunteer Trip Leader

**Dates of Employment:** Fall, Spring, and Summer positions

**Program Description:** The Outdoor Recreation Center (ORC) is designed to be a resource for the CSM community. The ORC facilitates a trip and workshop program, equipment rental, bicycle, ski, and snowboard maintenance services, a resource center and the climbing wall to help create a positive recreation outlet for the CSM community.

**General Description:** It is the responsibility of Volunteer Trip Leaders to support the Outdoor Recreation Center in the planning, organizing, implementing and evaluating of outdoor activities assigned by the Director. Volunteer Trip Leaders are responsible for the participants they are leading in the backcountry. Volunteer Trip Leaders are also responsible for general ORC responsibilities including: organizing activity equipment and supplies, renting equipment, maintaining equipment, researching new trip locations and workshop ideas, as well as completing other trip and workshop specific tasks. Cleaning and repairing trip equipment after activities and rentals.

**Specific Job Responsibilities:** Confirming trip reservations, making trip and workshop itineraries, planning and running pre-trip meetings, requesting and organizing activity equipment and supplies, planning menus and purchasing food, completing trip and workshop paperwork, researching new trip locations and workshop ideas, as well as completing other specific trip and workshop tasks. Volunteer Trip Leaders are required to assist in cleaning and repairing trip equipment and accounting for trip and workshop income and expenses. Volunteer Trip Leaders are required to register participants for ORC events and be able to rent and return ORC equipment. Volunteer Trip Leaders are given large amounts of responsibility and must be extremely reliable and trustworthy.

**Work Hours:** varies (0-20 hours per week)

**Compensation:** This is a volunteer position. Volunteer Trip Leaders will be compensated by receiving free ORC equipment rentals, free trips, free in-house trainings, supplemental funds to participate in additional external trainings. Volunteer Trip Leaders will receive leadership development skills and experiences, both technical hard skills training and soft skills training. Additional opportunities for compensation may exist in specific circumstances.

**Qualifications:** Previous outdoor experience is required. Applicants must be willing to develop and improve their outdoor living skills outside their work hours. Applicants must be self-directed individuals with a strong work ethic. Applicants must have a willingness to learn about programs and services offered by the Outdoor Recreation Center and Recreational Sports. Applicants should possess a positive attitude, the ability to thrive in adverse conditions and be competent to make important challenging decisions. Applicants must have strong communication and teaching skills. Applicants must have the ability to work well with others. CPR and First Aid Certification are required but can be acquired upon employment. A Wilderness First Aid certification is required to lead trips. A Wilderness First Responder Certification or higher is strongly preferred. Funds will be available to supplement some of the cost of these certifications. Avalanche training is also strongly recommended; an Avalanche Level One Certification is required to lead trips in and around avalanche terrain. Volunteer Trip Leaders will be required to pass a background check. Volunteer Trip Leaders will be required to attend ORC staff meetings and trainings as well as a few SRC staff trainings. It is strongly recommended that applicants interested in this position are available to work for a minimum of two years and are also employed as rental technicians at the ORC.

**Benefits:** The Outdoor Recreation Center offers numerous opportunities for leadership training, personal/professional development, and recreational activities and free use of most ORC equipment.

**Contact:** For more information, please contact Nate Bondi, Director of the Outdoor Recreation Center at 303-273-3537, nbondi@mines.edu. To learn more about the ORC checkout the website at <http://inside.mines.edu/REC-Outdoor-Recreation> or just stop by we are located in the Student Recreation Center.