The Outdoor Recreation Center (ORC) at Colorado School of Mines located in Golden, Colorado. Golden is located in the Front Range of the Rocky Mountains and is just a short drive from Denver and Boulder. Golden is home to a kayak course, multiple rock climbing and ice climbing locations, and abundant hiking and biking trails that are within walking/biking distance of campus. With more than 300 days of sunshine a year Golden is an ideal location to program year-round outdoor recreation activities.

**General Description:** The purpose of the ORC is to provide outdoor recreational opportunities and resources for the members of the Mines community. The ORC facilitates trips and events that include: backpacking, camping, mountain biking, skiing/snowboarding, rock and ice climbing, canyoneering, mountaineering, snowshoeing, avalanche training, whitewater boating, and much more. The ORC is located in a state of the art facility that opened in 2007. The facility includes a 4,000 sq. ft. climbing wall, a nine foot tall free standing outside boulder, a trip planning room, a resource room, a bike and ski shop, as well as rental and storage facilities.

The Coordinator of the ORC will assist the Director in managing the daily operations of a collegiate outdoor recreation facility. The Coordinator will also aid in overall administrative duties for the ORC such as trainings, workshops, and accountability of all student staff. The Coordinator will be directly responsible for the indoor climbing wall, the trip leader trainings, and the outdoor trips program. This is a 1-year appointment with the possibility of a second year.

**Tasks and Responsibilities**
A. Adhere to all University and Department policies, procedures and regulations
B. Assist the Director of ORC with:
   a. The vision, planning, management and assessment of the ORC programs
   b. The planning and development of policies, activities, and administrating all aspects of the ORC and special programs
   c. Direct management of the climbing wall, route setting, trips programs, and trip leader program
   d. Implementation of a creative marketing plan for the ORC departments
   e. Budget analysis and management of all expenditures and generation of revenue for climbing wall, trips program, trip leader program and special programs
   f. Climbing wall staff recruiting, hiring, training, supervising, scheduling and evaluating
   g. Trip leader recruiting, hiring, training, supervising, scheduling and evaluating
   h. Oversight of all risk management issues for the climbing wall and trip programs and the development of a compressive risk management plan
   i. Support the mission and core values of the Student Recreation Center (SRC) and assist with facility management as needed.
   j. Other duties as assigned.
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Required Qualifications
• Bachelor’s degree in Outdoor Education, Recreation, or a related field.
• Broad-based experience in outdoor recreation and off-campus wilderness and adventure trips with expertise in more than two of the following: multi-day backpacking, hiking, skiing (all types), rafting, kayaking, rock climbing (single and multi-pitch), mountain biking, snowboarding/split boarding, snowshoeing
• Experience supervising employees, drafting schedules, hiring, managing budgets
• Experience with staff trainings, curriculum development, and evaluation of trainings
• The ability to work a flexible schedule, nights and some weekends
• The ability to work independently and complete tasks in a timely manner
• Excellent organization, leadership and communication skills, including, but not limited to written, oral and interpersonal skills; and computer literacy
• Good judgment and decision-making abilities
• A positive attitude, well-developed teaching abilities, and exceptional customer service skills.
• Experience with collegiate outdoor programs

Required Licenses/Certifications
• A valid driver’s license that is maintained throughout the duration of employment
• CPR/First Aid Certified
• Wilderness First Responder (80 hour course) Certified or higher EMT/WEMT

Preferred Qualifications
• Master’s Degree in Outdoor Recreation, Outdoor Education, Leadership, Business or related field.
• Active member in one or more of the following professional organizations:
  - AORE, NIRSA, AEE, AMGA, ACA, AIARE, AAA
• Current certifications in the following:
  - NIRSA Registered Collegiate Recreational Sports Professional (RCRSP)
  - AMGA Single Pitch Instructor Certified/ Climbing Wall Instructor Certified
  - American Canoe and Kayak Association with Instructor Level Trainings/Certifications in kayaking, stand up paddle boards, or canoeing
  - State of CO Licensed White Water Raft Guide
  - PSIA Alpine or Telemark Ski trainings
  - AIARE Level I and/or Level II Training Courses or Instructor Training Courses
• Experience with other institutions or universities (NOLS, Outward Bound, American Alpine Club, Wilderness Education Association, etc.)
• Experience with the Climbing Wall Association, programs and resources
• Successful purchasing experience in analyzing products and services as well as developing RFPs
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- Previous experience in strategic planning and assessment.
- Previous experience with bike and/or ski maintenance

Employment Terms
This position is a full-time, 12-month contract, with an annual salary of $25,000. This is a 1-year appointment, with an option for 1-year renewal.

Benefits
The Outdoor Recreation Center offers numerous opportunities for leadership training, personal/professional development, and recreational activities. Furthermore, funds may be available to supplement the cost of obtaining certifications and trainings.

How to Apply:
Interested individuals should submit a cover letter addressing each of the qualifications, resume, experience log, and the names and contact information of three professional references to:

Nate Bondi  
Director, Outdoor Recreation Center  
Colorado School of Mines  
1500 Illinois St.  
Golden, CO 80401  
nbondi@mines.edu

Review of applicants will begin immediately and applications will be accepted until the position has been filled.

*Mines is an EEO/AA employer and is committed to enhancing the diversity of its campus community. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. Employment with Mines is contingent upon the satisfactory completion of a background investigation.*