Outdoor Program Assistant
Fitness, Wellness, and Recreation Department
Eccles HWAC, 10-33341

Tiana White, Asst. Dir. FWRD - Outdoor Programs
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Other Timesheet Designee(s): Traci Siriprathane, Director FWRD

SUMMARY JOB DESCRIPTION (SUMMARY STATEMENT OF THE JOB)

The Director of Outdoor Programs is looking for a highly motivated, enthusiastic, and well-organized individual with a passion for the outdoors to assist in all aspects of running Westminster’s Outdoor Program.

Essential Job Duties and Responsibilities

- Develop and organize events/presentations related to the outdoor industry
- Maintain outdoor equipment and oversee the resource library
- Create a welcoming, energetic outdoor recreation space in Eccles HWAC
- Daily administrative tasks including trip paperwork
- Updating of online calendar of events
- Promotion of outdoor program activities to the Westminster campus and recruitment of student/staff/faculty participants
- Involvement in the greater outdoor community
- Special projects as assigned

• Working relationships
  - Outdoor Program Assistants are part of the FWRD Team which includes multiple student employee positions.

Qualifications Required/Preferred

- Passion for the outdoors
- Previous experience working/volunteering in outdoor recreation/education is required
- Excellent organization, communication, & leadership skills
- Ability to take initiative and work independently
- Flexible schedule which will include weekends and overnight trips
- Positive spirit & a strong work ethic
- Competency in operating equipment rental software
- Westminster College van certified or the ability to become certified upon hire
- Comprehensive understanding of programs offered through the Fitness, Wellness, and Recreation Department
- CPR/AED/First Aid certification is required within 30 days of hire.