



Outdoor Adventure Pursuits Trip Guide Position Description

Join West Chester University and the Department of Campus Recreation in one of the more experiential educational and active life-style departments on our campus! If you possess the ability to consistently offer outstanding customer service, show a willingness to learn and engage with others to create an inclusive and welcoming environment and have a strong attention to detail Campus Recreation is the place for you! The Outdoor Adventure Pursuits program provides the opportunity for students to guide outdoor excursions ranging from a few hours to a few days. This position offers the opportunity to obtain nationally recognized certifications in addition to industry “pro deals”.

Duties and Responsibilities:

- Working with the Assistant Director for OAP to plan trip logistics including developing an itinerary, creating a menu, requesting equipment, and developing an emergency response plan
- Guide trip including ensuring that participants all act safely and in accordance with university policies & conducting relevant skills instruction
- Preparation for trips by packing and inspecting all necessary gear, communicating with participants, and ensuring that all necessary paperwork is completed.
- Conduct post-trip reports by submitting them to the Assistant Director within three days of the completion of the trip
- Supervising proper equipment return and post-trip inspection.
- Attend monthly Trip Guide Meetings

Requirements:

- Currently enrolled West Chester University student
- Complete all payroll and PA. State Police Clearance, FBI Clearance, and PA Child Abuse Clearance
- Successfully complete Bi-weekly Trip Guide Training Sessions
- Successfully complete five day Trip Guide Development and Examination Expedition (TGDEE)
- Ability to obtain Wilderness First Aid (WFA, WRFA) and CPR/AED certification within 90 days of hire
- Strong interpersonal skills
- Ability to maintain composure and assume leadership in potential emergency situations
- Ability to smile for long-periods of time

Preferred Qualifications:

- Previous experience guiding groups on outdoor trips
- Wilderness First Responder (WFR) Certification
- Relevant Industry Certifications

Learning Outcomes:

- Integrate Trip Guide training into peer leadership of trips

- Facilitate leadership development in trip participants
- Justify the role of outdoor ethics in outdoor recreation
- Demonstrate critical thinking in program logistics
- Critique role of privilege in society
- Develop inclusive programs for the campus community

This is a part-time position starting at \$10 per hour.

Application Process:

- Attend a Campus Recreation Recruitment and Information session
- Successfully complete the Campus Recreation Employment Application and submit the application with a current resume at the Student Recreation Center, Welcome Desk
- Attend a Campus Recreation On-boarding session fully completing all required paperwork

For any questions, please contact Steve Sassaman at ssassaman@wcupa.edu.