



Job Specification

Job Title: Coordinator, Outdoor Recreation
BCAT Code: 410X BG
Pay Grade: G15

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Coordinates recreational programs complete with classroom and in the field instructions as well as experiential education through outdoor opportunities. This includes recreational trips, outdoor equipment rental, indoor wall climbing, and the Challenge Program ropes course.

Examples of Duties

- Develops a semester schedule of day, weekend, and extended break trips.
- Manages contracts and agreements with trip vendors.
- Hire, trains, supports and evaluates 30-40 volunteers and paid staff.
- Develops promotional materials.
- Manages budget and equipment inventory.
- Supervises and manages the outdoor equipment rental program.
- Schedules and organizes all outdoor recreational programs.
- Performs other related duties as assigned,

Knowledge, Skills and Abilities

- Knowledge of program development and implementation practices and procedures.
- Ability to develop effective marketing strategies and techniques.
- Ability to communicate effectively both verbally and in writing.
- Must have completed facilitator training for Challenge Program.
- Must have CPR certification.
- Must have Wilderness First Responder certification.
- Ability to supervise and direct the work of others.
- Ability to work independently.
- Proficiency with word, spreadsheets, and database programs.

Minimum GSU Hiring Standards

Bachelor's degree in Recreation Administration, Sports Management, Outdoor Recreation or related field and four years of related experience; or a combination of education and experience. Experience in Trip Leader and outdoor activity skills, Facilitator training for Challenge Program, preferred. CPR and Wilderness First Responder certifications required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.