



### Outdoor Recreation Graduate Assistantship

Start Date: July 30, 2020 (9.5 Month Appointment)

---

The Graduate Assistant of Outdoor Recreation will assist the Assistant Director of Outdoor Education in the overall organization and administration of a comprehensive University Outdoor Recreation program with an emphasis in Adventure Trips, the Climbing Wall, and Equipment Rental Center. This position will also provide opportunities for experience and collaboration with marketing and facilities, as well as supervision of 20+ student employees of various outdoor recreation specific program areas. This position requires a flexible schedule including non-traditional work hours and other duties as assigned.

#### Responsibilities:

- Report to and work collaboratively with the Assistant Director of Outdoor Education to continually develop the organization and strategic plan of West Georgia Outdoors, and actively strive to implement growth according to program goals.
- Provide leadership in the areas of programming, staff development, scheduling, and assessment of various programs.
- Hire, manage, train, evaluate and mentor an Outdoor Recreation student staff of 20+.
- Oversee daily operations of the Climbing Wall and Equipment Rental Center, including the repair and maintenance of the West Georgia Outdoors bicycle fleet.
- Schedule and supervise student trip leaders in the planning and execution of trips according to the Adventure Trips schedule.
- Periodically evaluate trips and event offerings and make recommendations for the next schedule of offerings utilizing the collection of participation statistics and direct participant/trip leader feedback.
- Assist with and lead UREC special events outside of outdoor recreation as needed.
- Act as primary trip leader for at least 2 adventure trips/ semester including program creation, logistical planning, pre-trip meeting, trip activities, and completion/ debrief.
- Assist in the creation and monitoring of the UREC Outdoor Recreation program budget of approximately \$70,000 - particularly in the areas of student wages and operating supplies.
- In conjunction with Assistant Director, complete a monthly budget reconciliation for student wages and operational expenses and a monthly report highlighting updates, areas for improvement, personnel training and development and other statistical information.
- Work collaboratively with the Coordinator of Marketing and Promotions to increase participation and student engagement.
- Develop programs and events for West Georgia Outdoors from start to finish, including concept visualization, marketing requests, scheduling, collaborations, planning, facilitation, and assessment.
- Assess current Emergency Action Plans and general risk management procedures in outdoor recreation programming, identify areas of growth, develop solutions, and implement change.
- Engage in continuing education and continually seek out professional development opportunities.

#### Professional Development:

In addition to the above-stated work responsibilities, all Graduate Assistants in University Recreation at the University of West Georgia are expected to engage in regular professional development opportunities and organized collaborations as a cohort. These experiences are designed to prepare Graduate Assistants for success as professionals and broaden their understanding of University Recreation as a whole.

#### Required Qualifications:

A Bachelor's degree in Education, Recreation, Sport Management, Business Management or other related field; practical experience in outdoor recreation, collegiate recreation, or experiential education practices; admission into a UWG graduate program; excellent verbal and written communication; ability to work collaboratively with a diverse population including students, faculty, staff, and the community; motivated, enthusiastic, and attentive to detail; current Wilderness First Responder (WFR) and CPR/AED/First Aid Certifications.

**Preferred Qualifications:**

Two years' collegiate outdoor recreation program experience; current AMGA/PCIA Climbing Wall Instructor or higher and/or ACA Canoe/ Kayak certification; experience utilizing recreation management software.

**Application Material:**

Applications will be accepted until the position is filled and a hiring decision will be made prior to April 30. Candidates must apply via the University Recreation website at [www.westga.edu/urec](http://www.westga.edu/urec) under "Employment". For questions regarding the Graduate Assistant of Outdoor Recreation position, please contact Travis Roy, Assistant Director of Outdoor Education at [troy@westga.edu](mailto:troy@westga.edu).