



**SFSU CAMPUS RECREATION**

# **NOW HIRING**

**Outdoor Trips Leader**

**APPLICATION DEADLINE:  
OPEN UNTIL FILLED**

To Apply: As a department under the Dean of Students area, please complete the Common Application form below on Qualtrics. Additionally, we will ask for your cover letter and resume, and the attached Staff Availability Sheet to be filled out and uploaded as part of your application.

**Qualtrics - Common Application:**

**[HTTPS://SFSU.CO1.QUALTRICS.COM/JFE/FOR  
M/SV\\_3N47J3OAEH4XELX](https://sfsu.co1.qualtrics.com/jfe/form/SV_3N47J3OAEH4XELX)**



## PURPOSE

The Outdoor Trip Leader is responsible for pre/ post-trip logistics, equipment and trip preparation, leading trips and administrative functions. Experience in the outdoors and with related equipment is fundamental to this position. Trip leaders are responsible for creating an environment that helps develop personal goals, a sense of community, and an appreciation for the environment. Employment is dependent on passing a background check.

## DUTIES AND RESPONSIBILITIES

- Work with student managers to plan, prepare, and execute trips
- Lead and guide day, weekend and extended trips
- Teach/instruct participants on trips about safety and outdoor ethics
- Role model the MWC mission and values
- Actively participate in and regularly attend staff trainings and staff meetings
- Be prepared to debrief at the end of each trip with participants
- Contribute to the wellness center and ORC
- Facilitate the development of life skills, organizational skills, self-esteem, problem-solving strategies, communication techniques, and social skills
- Communicate effectively with appropriate staff about trips
- Seek feedback for improvement of the program from trip participants and other trip leader(s)
- Assist in promoting and advertising all Outdoor Recreation and Campus Recreation events
- Can identify, assess, and manage social and environmental risk
- Follows all program policies, safety policies, and emergency procedures as outlined in the manual
- Respond to emergencies and injuries and provide care as required until the arrival of emergency medical services; maintain current knowledge of outdoor standard operating procedures and emergency medical response
- Provide a friendly, upbeat and customer service-oriented environment at all times
- Hours will vary, however students may not work more than 20 hours/week during the academic semester.

## QUALIFICATIONS

- Previous outdoor recreation experience (e.g., hiking, backpacking, camping, boating, etc.) and knowledge of outdoor equipment and outdoor skills.
- First Aid, CPR, AED Certified, Lifeguard Certified, or willing to obtain within 1 months of being hired.
- Driver's License with clean driving record
- Strongly preferred:
  - a. Outdoor trip leading experience
  - b. Discipline Specific Certifications (any modality)
  - c. Current Wilderness First Aid or First Responder Certification
  - d. Knowledge of outdoor ethics and safety
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- Demonstrated leadership skills including strong communication skills and working in a team atmosphere.
- Must be able to work independently without direct supervision on day to day tasks.