

**SFSU CAMPUS RECREATION**

# NOW HIRING

## Student Manager for Outdoor Trips

**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 main responsibility of the Student Manager for the Outdoor Resource Center is to help oversee the operations and management of the Outdoor Resource Center Program Area in the Mashouf Wellness Center. Experience and knowledge of outdoor recreation and equipment is essential to this position. This person also helps provide overall development and promotion of programs, and contributes to the overall goals and values of the Campus Recreation Department.

## DUTIES AND RESPONSIBILITIES

- Responsible for assisting full-time staff in overseeing the day-to-day operations of the Outdoor Resource Center Program Area, a hub for outdoor recreation enthusiasts. The Outdoor Resource Center will offer resources, equipment, and trip information to support excursions into the outdoors.
- Educate participants and staff on use of the Outdoor Resource Center Area, and enforce program policies and procedures.
- Assist in the hiring, scheduling, training, supervision, and leadership mentoring of a qualified and quality Outdoor Resource Center Staff and future Outdoor Adventure Trips Staff.
- Review timesheets and provide payroll back-up information.
- Organize and conduct staff meetings and staff trainings with the Outdoor Resource Center Staff.
- Train Outdoor Resource Center Staff on all current responsibilities and expectations specific to the Outdoor Resource Center and our department/campus.
- Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of facilities related to your Program Area (eg, working with MWC Operations, Climbing Wall, Reservations, Sport Clubs, Risk Management, and other MWC and campus departments, etc.).
- Seek feedback for improvement of the program from participants and staff, and implement changes that will result in a safe environment for all participants.
- Maintain standardized risk management best practices and emergency procedures for your program area.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.

## 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.