Position Description

EAC ADVENTURE TRIP LEADER
University Recreation & Sport Facilities (UR & SF)
Hilltop Recreation Center, University of Wisconsin-Eau Claire

Accountability
Reports to the Environmental Adventure Center Manager

Responsibilities
The Adventure Trip Leader is responsible for providing inexpensive, fun, educational, and safe opportunities for UWEC students to experience outdoor recreation.

Specific Duties
- Develop the trip itinerary; prepare and maintain a trip budget
- Establish goals and objectives for the trip
- Obtain knowledge and information about the trip destination/terrain
- Responsible for menu planning, food purchasing and repackaging, and preparing equipment
- Hold pre-trip meeting with participants, evaluate participants’ abilities and provide group instruction and leadership
- Take proper measures to maintain a safe environment, properly and responsibly care for participant injuries and conflicts
- Communicate appropriately and effectively with participants
- Exercise good problem solving and decision making skills
- Inventory and maintain all trip gear, assist with equipment clean-up and check-in
- Evaluate trip upon return

Expectations
- Must have a clean driving record
- Required to complete advanced wilderness first aid certification course from WMA, WMI, SOLO or Red Cross within one year to maintain employment.
- Criminal Background Check will be required
- Attend all training workshops and meetings

Qualifications and Salary
Applicants must be self-directed individuals with a strong work ethic, a positive attitude, good customer service skills and the ability to work well with others. Applicants must be at least a part-time student (6 credits for federal work study, 1 credit for non-federal) with at least two semesters remaining at UWEC.

Base Wage
Division IV: $ 8.75 per hour

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