

**Associated Students, CSULB  
Position Description**

**Position Title:** Outdoor Adventure Trip Leader  
**Division:** University Student Union  
**Department:** ASI Recreation  
**Reports To:** Outdoor Adventures and Wellness Coordinator  
**FLSA Classification:** Hourly, Non-Exempt  
**Payroll Classification:** Part-Time, Student Assistant – Level II (Employee will be compensated for all time working directly with clients. In the event of overnight trips, employees will be considered off the clock after working directly with clients. During this time the employee will be on call and compensated if called in for help in the event of an emergency.)

**Assignment Duration:**  Year-Round (12 mos.)  Partial Year (10/12 plan or 11/12 plan)  
 Academic Year (Fall/Spring)  Program Specific (duration of program)

**Approved Human Resources:**

**GENERAL STATEMENT**

Under the supervision of the Outdoor Adventures and Wellness Coordinator, the Outdoor Adventures Trip Leader is responsible for the overall planning and facilitation of adventure trips. The Trip Leader is expected to create and foster meaningful environments for trip participants, while simultaneously ensuring the mental and physical safety of each individual. This position requires interpersonal communication skills, the ability to think critically and the flexibility to work both independently and with a co-instructor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

1. Responsible for all facets of a safe Outdoor Adventures trip including but not limited to; planning, paperwork, trip set-up, equipment management, driving, trip instruction, overall leadership, risk assessment and management.
2. Scout, inspect and prepare trip locations/sites and necessary equipment.
3. Demonstrate knowledge of group dynamics by facilitating group activities, guided discussions and properly debriefing experience.
4. Responsible for participants overall physical and emotional safety, health, and experience during trips and programs.
5. Exercise good judgment, demonstrate safe behaviors, maintain appropriateness and conduct oneself in a professional manner.
6. Learn and teach specific skills sets for each of the respective trips (camping, mountaineering, orienteering, rock climbing, etc.)
7. Teach and abide by "Leave No Trace" outdoor ethics on all outdoor trips.
8. Must be comfortable camping and travelling in remote outdoor settings and various environments including: rivers, lakes, oceans, mountains, deserts, cliffs, caves, canyons, forests, and snow.
9. Must be willing to work evenings, weekends, and/or over school holiday breaks.
10. Adapt to unforeseen circumstances in the event that program activities need to be altered.
11. Respond to injuries and assist in immediate first aid and proper emergency procedures.
12. Model, promote, and consistently enforce policies for ASI Recreation.
13. Attend all Outdoor Program staff meetings and trainings with a positive attitude and be prepared to share knowledge and give feedback.
14. Help with the promotion of the Outdoor Program through various on-campus marketing and information sessions.
15. Perform other duties as assigned.

**EDUCATION AND EXPERIENCE**

Successful candidate will possess knowledge of recreation and fitness activities and the ability to connect well with constituents. Must have above-average work ethic, good judgment, problem solving skills, excellent customer service, and great leadership qualities. Experience in customer service as well as effective organization and communication skills are desirable. Recreation Administration, Kinesiology, and Health Services majors are preferred, but not required. Must be enrolled at California State University, Long Beach with at least six units and be in good standing. CPR/First Aid/AED certification must be obtained within 60 days of employment. CA driver's license with clean driving record. Experiential and/or educational background in one or more of the following areas: recreation, physical

education, natural history/environmental education, outdoor wilderness education, rock climbing, mountaineering and orienteering.

**PREFERRED QUALIFICATIONS**

Preferred qualifications include trainings in Wilderness First Aid, Swift Water Rescue, Leave No Trace, and Single Pitch Instructor certifications. Have general knowledge of outdoor recreation equipment including: tents, gas stoves/lanterns, sleeping bags, backpacks, bikes, canoes, kayaks, rock climbing and related accessories. Previous leadership experience in an outdoor setting (summer camp, NOLS, Outward Bound, etc). Preferred qualifications would include professional involvement and/or certifications with the following entities: Association of Outdoor Recreation and Education (AORE), National Intramural Recreational Sports Association (NIRSA), National Outdoor Leadership School (NOLS), Professional Climbing Instructor Association (PCIA), Climbing Wall Association (CWA), American Mountain Guide Association (AMGA) or reasonable substitute.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Some physical requirements of the Outdoor Adventure Trip Leader position include endurance including prolonged standing, driving, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate participant activities/programs and the ability to lift and carry up to 50 lbs. Willing to work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and other environmental conditions. While performing the duties of this job, the employee must be able to physically complete the demands of the trip being held. Physical ability to respond appropriately to situations requiring first aid is required.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those that must be met by an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and outdoor weather conditions.

1. The work environment is generally 10% indoors in a temperature-controlled office and 90% outdoors in various weather conditions.
2. The noise level in the work environment is usually moderate.
3. While performing the duties of this job, the employee works with various types of recreation equipment and is occasionally exposed to the risk of slipping and falling.

*I acknowledge receipt of the foregoing Position Description and understand that I am accountable for the performance of the Essential Duties and Responsibilities contained therein.*

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

*I acknowledge receipt of the foregoing Position Description and approve it as an accurate representation of the Essential Duties and Responsibilities of the position, as well as its Minimum Qualifications, Physical Demands and Work Environment.*

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

