



**Associated Students of Western Washington University**  
**AS Outdoor Center**  
**AS Challenge Program Coordinator**

**About the Position**

The purpose of the Challenge Program is to provide opportunities for the development and practice of individual and team skills through experiential activities. The Challenge Program experience is designed to be a fun and safe forum for exploring issues of personal behavior and group interaction. The Challenge Program Coordinator is responsible for assisting the Viking Outdoor Recreation Administrative Staff with a variety of tasks associated with the operation of the program.

The Challenge Program Coordinator is responsible for managing the challenge course and all program equipment. The Coordinator also manages all of the facilitators and their work schedules.

**Position Classification**

Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental Student Budget Coordinator, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

**About the Department**

The purpose of the Associated Students Outdoor Center is to enhance opportunities for members of Western's community to involve themselves in outdoor recreation activities. The Outdoor Center provides a spectrum of programs, resources and services to enable the students, faculty, staff and Alumni Association members to safely participate in a variety of activities, develop and refine skills, practice environmental responsibility, and interact with each other and members of the community.

The Associated Students Challenge Program exists to aid in the development of group dynamics, provide leadership skills, and effective communication skills while helping the groups identify and reach their collective goals. This is accomplished through tailored group activities on Western's campus, at the Lakewood challenge course, and off campus. Our knowledgeable facilitators have been trained in leadership, risk management, group dynamics and Challenge Course Industry Standards.

### **Terms of Position**

This is a four quarter position. This position starts the Monday before the start of classes summer quarter. This position works an average of 9 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder may be expected to work during intersessions, but has seven weeks of vacation throughout the term of position to be coordinated with the position supervisor.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates. -
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Prior experience with managing volunteers or employees.
- Ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management skills or experience.
- Basic computer skills including Microsoft Word, Excel, Publisher, and Outlook.
- Strong interpersonal skills.
- Basic knowledge of department and position specific responsibilities.
- Ability to work flexible hours.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community. -
- Ability to perform safety checks on cables, ropes, slings, helmets, hardware, paths, and any other related equipment used on the course.
- Briefing and debriefing skills.
- Group process and developmental skills.
- Experience with Challenge Course Programming and ChallengeCourse operations.
- Current First Aid and CPR Certification.

### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - o Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
  - o Being knowledgeable of the AS organization and its general operations,
  - o Serving on search committees as designated by the AS Personnel Director.

- Ensure the legacy of this position by: -
  - o Working in conjunction with the Viking Outdoor Recreation - Administrative Staff as well as Challenge Program Course Coordinator,
  - o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15-hour internship to the incoming position holder,
  - o Working with the Administrative Coordinator to Develop and maintain a legacy document as required by the AS Employment Policy.

### **Outdoor Center Responsibilities**

- Uphold Outdoor Center mission statement, norms, and expectations by:
  - o Devoting an average of 9 hours per week to the Associated Students and Outdoor Center.
  - o Providing availability for Outdoor Center promotions, events, and speaking engagements.
  - o Participate in training conducted by the Outdoor Center Program Coordinator,
  - o Working in conjunction with the Viking Outdoor Recreation Administrative Staff as well as Challenge Program Administrative Coordinator,
  - o Recognizing the worth of the individual and the group in all activities,
  - o Establishing and maintaining a respectful working relationship with all other members of the Outdoor Center Staff.
  
- Ensure the Outdoor Center serves the needs of the Associated Students by:
  - o Providing a variety of programming.
  - o Performing other duties as needed or assigned by the Viking Outdoor Recreation Administrative Staff

### **Position Responsibilities**

- Enable Challenge Course Facilitators to help students and groups to build camaraderie, teamwork, and trust by:
  - o Contacting and scheduling staff to work booked programs,
  - o Organizing trainings and activities to develop the skills required to facilitate groups utilizing the Challenge Program along with the Lakewood Manager and the Outdoor Center Program Coordinator,
  - o Relaying client interest and information from the Administrative Coordinator to facilitators so as to insure that the unique client needs are met.
  - o Keeping an up-to-date schedule available in order to maintain visibility and to communicate program needs to the Administrative Coordinator,
  - o Holding facilitators accountable for safety on the course through trainings and management of appropriate certifications,
  - o Managing equipment inventory.
  - o Relaying to the Administrative Coordinator what appropriate materials are needed.

- Ensure that the Challenge Course is functional, safe, and meets industry standards by:
  - o Ensuring that all equipment is in adequate working condition,
  - o Replacing ropes, harnesses, helmets, and hardware as needed,
  - o Keeping an up to date inventory of all Challenge Course Program equipment,
  - o Performing a full inspection of the Challenge Course on a regular basis,
  - o Staying up to date on changing industry and safety standards,
  - o Assuring the course meets the ever changing industry standards,
  - o Taking steps to ensure that the course passes its annual external inspection,
  - o Ensuring that all changes suggested during external inspections are executed in a timely and effective manner,
  - o Attending and obtaining training on specific Challenge Course guidelines and regulations
  - o Directly reporting any issues to the Lakewood Manager.
  
- Market the Challenge Course Program by: -
  - o Acting as a representative for the AS Challenge Course Program, -
  - o Planning and implementing new course development, -
  - o Promoting the Challenge Course Program and its resources at WWU events. -
  
- Hire and train Challenge Course facilitators by: -
  - o Reviewing and processing all facilitator applications, -
  - o Conducting interviews of potential facilitators as needed, -
  - o Working with the P.E 105 instructor to identify potential facilitator candidates,
  - o Ensuring that facilitators are adequately trained for the responsibilities and tasks they are performing,
  - o Managing all facilitator applications and organizing their portfolios. -

**Wage**

Starting hourly wage of \$12.80

**Reportage**

This position reports directly to the Assistant Director for Viking Outdoor Recreation in conjunction with the AS Challenge Program Administrative Coordinator.

This job description is subject to change in accordance with the AS Employment -  
Policy. -

The Associated Students is an Equal Opportunity Employer. -

Revised February 3<sup>rd</sup> 2017 by motion ASB-17-W-19. -