

Outdoor Program Outreach Assistant

RecSports Outdoor Program
University of Tennessee

Introduction

Our undergraduate and graduate level staff have a varied background, coming from across the state of Tennessee and beyond. Recreation, biology, information technology, philosophy, art, geology, and speech pathology represent some of the various majors our staff studies.

The love of the outdoors draws this diverse set together. It is our priority to find students who are passionate about the outdoors, want to share this love with others, are willing to learn new skills, and then eventually share these skills with others.

In applying to work for the Outdoor Program, you will be working shifts throughout the week that focus on outreach to campus, in addition to preparation work for these shifts at the Outdoor Center. Working other positions inside our department is possible.

Expectations

You must have a sense that the glass is half full and provide an **attitude of genuine kindness, thoughtfulness and insatiable curiosity** due to a love of learning. **"Type A" personalities** who exhibit the above traits, are highly desired.

A positive work ethic is important. While it is work, we enjoy it because we all have a tendency to do our jobs as well as possible and help others to have amazing experiences. We expect you to develop into the type of person who, when you graduate, we are reluctant to let go of because of your work ethic, teaching ability, and warm personality.

You could work anywhere else but **you have chosen to work for the RecSports Outdoor Program.** By working here, you are looking for more than just a paycheck. You should be looking to join a community, to **become an excellent teacher and leader** and of course, to have solid outdoor skills. In return, we expect you will always bring a positive attitude and work ethic to work and make the program an important part of your undergraduate or graduate experience.

We expect **open and direct communication** and hold ourselves and others accountable for duties, decisions, mistakes, words, and actions.

The RecSports Outdoor Program is a student run program, with direction and coordination provided by two Co-Coordinators. To make this program run smoothly, **staff is expected to take part in all RecSports Outdoor Program trainings, train younger staff and improve the program however possible.**

Make sure you understand these duties and areas - now is the time to ask questions to see if this is the right fit for you.

Requirements

- Minimum First Aid, Adult/Infant/Child CPR and AED (provided by RecSports) or higher level certification.
- Enrolled student.
- A 2.5 GPA or higher (a lower GPA may be considered if you sell yourself).
- Checking or savings account for direct deposit.
- Acceptance of the above expectations.
- Commitment to work a minimum of 6 hours a week.
- Attend all required staff trainings.
- Attend mandatory staff meetings.
- Have or able to secure within 7 days of an interview the following: original, signed, non-laminated Social Security card; or original passport. These are required IDs to complete new hire paperwork

Job Description

These specific duties and descriptions are in addition to the more general and normal activities that go on daily.

The general activities include, but are not limited to:

1. Greeting students on campus during outreach events, describing what the Outdoor Program offers, and answering questions then directing them to the appropriate resource to engage them with the program
2. Seeking out and attending events to enhance engagement of students with the Outdoor Program
3. Discover and enhance campus partnership to increase student engagement in the Outdoor Program
4. Maintaining all UTOP bulletin boards and post fliers on campus
5. Coordinating and working on-campus events for the department and program

6. Identifying what needs to be done and doing it
7. Enforcing the rules and regulations of the department
8. Other duties as assigned

Time Frame

The RecSports Outdoor Program is open 5 days a week while school is in session (Fall, Spring) with different hours during the summer session. Staff who are committed and add value to the program will be asked to stay on each semester until graduation.

Work times for this position will vary week to week and with events. The expectation is the Outreach staff would work weekly for 6-12 hours.

Wage Range

\$7.25 to \$7.70 after 3 years of service at an entry level. Promotion to higher positions are available.

Average Hours Per Week

6 to 15 hours

How to Apply

Online at <http://recsports.utk.edu/about/employment/>

Be sure to include a cover letter

Your *cover letter* should cover:

- What your most relevant skill & experience is
- Why you want to work with the UT RecSports Outdoor Program
- The type of work environment you work best in

Learn to Rock Climb, Kayak, & Teach - Apply for to *Student Outdoor Leadership Expeditions (SOLE)* training course, held each spring.

If you apply to work the Outdoor Center, you should submit a resume and application for the *Student Outdoor Leadership Expeditions (SOLE)* training course as well.

For the right person, this spring time 170+ hour outdoor leadership program provides the skills and experiences to eventually become paid trip staff. See the *SOLE* candidate hiring document for information.

No experienced is needed to join this training course.