Title: Outdoor Pursuits Manager

I. Job Summary
The Outdoor Pursuits (OP) Manager is responsible for assisting with the facilitation of a comprehensive outdoor pursuits program. The OP Manager will fulfill climbing wall hours each semester, as well as demonstrate working knowledge of outdoor and experiential programming in a leadership role. The OP Manager’s responsibilities also include maintaining the Climbing Wall and Outdoor Rental Store equipment, marketing the Outdoor Pursuits program, creating and overseeing the Climbing Wall incentive programs, assisting with all Climbing Wall risk management concerns and practices, and aiding in the hiring, training, and evaluating of Climbing Wall Supervisors. A qualified candidate is responsible, dependable, knowledgeable, hardworking, and customer service oriented. The OP Manager is a Climbing Wall Supervisor who has demonstrated a strong understanding and application of current/common outdoor programming trends, philosophies, and development.

II. Job Relationship
A. Responsible to: Director of Recreational Services
B. Supervised by: Assistant Director Recreational Services - Programs

III. Responsibilities
A. Climbing Wall responsibilities include:
   a. Work at least 1 hour per week as a Climbing Wall Supervisor.
   b. Assist with hiring, training, and evaluating Climbing Wall Supervisors.
   c. Coordinate Climbing Wall employee semester schedule in conjunction with the Assistant Director of Programs.
   d. Aid in the supervision of all Climbing Wall rentals and/or secure staff as needed.
   e. Ensure the safety of all patrons utilizing the climbing wall; assist with all risk management concerns and practices.
   f. Create and implement the Climbing Wall incentive programs for the fall and spring semester.
   g. Coordinate all building/maintenance of Climbing Wall routes.
   h. Monitor and maintain Climbing Wall equipment.
   i. Record Climbing Wall participants and usage.
   j. Instruct skills and safety classes, administer tests, and certify climbers (non-staff members).
   k. Complete general custodial and maintenance functions as necessary.
   l. Coordinate cleaning week responsibilities.
   m. Coordinate bi-yearly inspection of Climbing Wall (even years).

B. Outdoor programming responsibilities include:
   a. Demonstrate working knowledge of outdoor programming in a leadership role.
   b. Research, plan, and secure two OP trips per semester; attendance is optional, yet encouraged.
   c. Maintain and update running routes located at Customer Service.
   d. Help with creating and developing new OP program components and services.
   e. Oversee Outdoor Store rental procedure and enforce rental policies.
   f. Monitor and maintain Outdoor Rental Store, including bikes and sleds.
g. Record Outdoor Store participants and usage.

h. Collaborate with Marketing Intern to promote Outdoor Pursuits programs and services.

i. Maintain the OP Bulletin Board.

C. Other responsibilities include:
   a. Provide monthly updates and happenings for the “Reckie” Newsletter and weekly updates to FM staff.
   b. Stay up-to-date with current climbing and outdoor pursuits’ trends.
   c. Participate in bi-weekly meetings with the Assistant Director of Programs.
   d. Perform other duties as assigned.

IV. Position Qualifications
A. Standard First Aid, and AED certification current upon hire.
B. Ashland University belay certification.
C. A minimum of 1 semester with the Department of Recreational Services as a Climbing Wall Supervisor.
D. Demonstrated leadership ability.
E. Demonstrated progression within Climbing Wall Supervisor position.

V. General:
A. Promote the Department of Recreational Services.
B. Attend mandatory staff/manager meetings and trainings.
C. Complete 4 office hours per week.