

Outdoor Program Manager

Outdoor Program Manager Responsibilities:

The Outdoor Program Manager is in charge of overseeing student staff and related materials. Job duties include keeping current records of staff certifications, objectively assigning the appropriate trip leaders to trips, assist with trip planning, assist with trip leader responsibilities, assist with developing the ROPE calendar, update Outdoor Programs marketing, and assist with equipment cleaning and organization and other projects as interested and assigned. The Outdoor Program Manager will assist in staff meetings and trainings.

Must be self-motivated, organized, and have an eye for detail. Preferred, interest in outdoor activities. Knowledge of MS Word, Excel is required. Knowledge of MS Access is desirable.

Pay Rate: \$7.50

Hours: Will work around class schedule

Duration: Ongoing

Work Study is preferred. All candidates will be considered.