

**Student Activities Office and the Carleton Student Association
Student Activities Programming Board (SAPB)
Program Assistant, Outdoor Program
Position Description**

Application Information

- Contact: Ana Sontag (asontag, x4462)
- Apply online: go.carleton.edu/activities
- Up to 10 hours per week
- Paid mandatory training

Paid Mandatory Training

- May 19, 2015, 7:00 - 8:30 p.m.: Peer Leader Kick-Off
- September 1, 2015: Program Assistants arrive on campus
- September 1 - September 6, 2015: Program Assistant/Office training
- September 7, 2015: Peer Leader training
- September 8- September 13, 2015: New Student Week involvement

Peer Leaders at Carleton College

Carleton College employs hundreds of students in a variety of leadership roles. These student leaders are vital in providing important programs and services to the campus community. With the talent, energy and spirit of Carleton's student leaders, the College stands well-poised to provide a true liberal arts education that challenges students to "learn broadly and think deeply."

To this end, the Division of Student Life has developed a Peer Leader Integration Program, designed to unify and strengthen the efforts of its student leaders. This program has many overarching benefits, but emphasizes two main goals: 1) to develop a successful and inclusive combined Peer Leader Training Program; and 2) to identify how to best utilize the talent, energy and spirit of the student leaders in assisting fellow students in a collaborative manner. In pursuing these goals, we hope to build camaraderie among student leaders, promote greater understanding of the varied resources available to students, and ultimately lead to a higher level of student satisfaction and development.

Program Assistant, Outdoor Program

This position assists in the development of a progressive and comprehensive outdoor recreation program, paying close attention to well established programs already active with professional organizations such as the Association of College Unions International (ACUI). The Outdoor Program will assist existing outdoor student organizations, offer leadership training, and provide students with a variety of safe and engaging outdoor activities and services.

To achieve this goal, this position will collaborate with the Student Activities Office, CSA, and existing student organizations such as CANOE, in planning and implementing trips and workshops, as well as identifying future student services as part of a long-term vision for the Outdoor Program. Programming

will occur throughout the academic year, including winter and spring break. Workshop and certification programs may include CPR, Wilderness First Aid, Wilderness First Responder, winter survival techniques, outdoor cooking, food dehydration techniques, etc. Trip examples may include camping, backpacking, tubing, canoeing, dog sledding, snowshoeing, hiking, biking, etc.

This position works approximately 10 hours per week during the academic year, with a combination of event planning responsibilities, gear maintenance, and assisting other students in the Student Activities Office. This position will also periodically support other Program Assistants in planning and implementing large, campus-wide events such as Spring Concert, Midwinter Ball, Halloween Concert, Golden Schillers, and Cowling Dances. Additional work hours may be available for break programming (i.e., spring and winter break).

The overall purpose of the Outdoor Program is to ensure Carleton students have opportunities to experience three main types of outdoor activities: Recreational, Educational, and Developmental. It is important to note, these categories are somewhat synonymous and often overlap. The three main programming categories of the Outdoor Program include the following:

1) Recreational: Programs in this category typically aim to change the way people feel. The underlining purpose of programs in this category is to provide leisure, fun and enjoyment. An example would be a canoe trip to the Boundary Waters.

2) Educational: Programs in this category typically aim to change the way people feel and think. The underlining purpose of programs in this category is to teach skills and share information. An example would be a canoe trip to the Boundary Waters with the intent of teaching canoe skills and sharing historical and geological information about the area. Environmental education programs are also often placed in this category.

3) Developmental: Programs in this category typically aim to change the way people feel, think and behave. The underlining purpose of programs in this category is to undergo personal growth. An example would be a canoe trip to the Boundary Waters designed to push personal limits, test endurance, gain a better understanding of self, develop personal goals, increase self-esteem, develop leadership skills, etc.

Outdoor Program Responsibilities

- Responsible for assisting with the development of a progressive and comprehensive outdoor recreation program, paying close attention to well established programs already active with professional organizations such as the Association of College Unions International (ACUI)
- Responsible for establishing appropriate risk management policies and procedures as outlined by United Educators', *Guide to Managing Risks in Wilderness Education* and the National Outdoor Leadership School's, *Risk Management for Outdoor Leaders: A Practical Guide for Managing Risk Through Leadership*
- Serve as a liaison between CANOE and the Student Activities Office
- Assist in establishing a variety of interactive outdoor opportunities emphasizing a respect for physical, emotional and mental learning experiences in natural environments
- Assist in establishing an outdoor leadership program to help develop life-long skills that can be used in any career or setting
- Develop and manage an annual operating budget

- Represent the Outdoor Program during the CSA spring allocation process, ensuring all necessary financial requests are submitted and presented accurately and timely
- Coordinate a variety of off-campus trips and skill building workshops intended to prepare students for upcoming outdoor activities and the pursuit of an active lifestyle
- Research, purchase, and maintain an accurate and safe gear check-out system for students
- Responsible for maintaining the CSA bicycle repair stations
- Work with the Student Activities Office and the Carleton Risk Management Officer in completing and maintaining accurate records of all activity related to the Outdoor Program and relevant student organizations (e.g. boat titles, trailer tags, insurance forms, membership rosters, international travel records, etc.)
- Work with the Student Union Movie Organization (SUMO) and the Carleton Student Association (CSA) in providing a variety of outdoor-themed movies and films each term (e.g. Banff Mountain Film Festival, Warren Miller films)
- Attend weekly meetings of the Student Activities Programming Board (SAPB)
- Support Program Assistants in planning and implementing large, campus-wide events
- Other related duties as assigned

General Responsibilities

- Collaborate with other Peer Leaders, staff and faculty in creating a welcoming and inclusive campus community
- Provide resources and opportunities for students to pursue and reflect on experiences that prepare students for their post Carleton lives
- Serve as a positive role model and mentor to students
- Encourage students to explore and become involved in a variety of curricular and co-curricular activities on campus and in the community
- Be a positive source of energy and information to students
- Be available to assist with the welcoming of students and their families during New Student Week
- Serve as an effective participant in small group settings during New Student Week

Qualifications

- Carleton student in good academic and disciplinary standing
- Knowledge and appreciation of the outdoors
- Willingness to serve as part of a team
- Enthusiasm and willingness to learn
- Assertiveness and patience in the workplace
- Creativity, integrity, and a positive attitude
- Attention to detail and strong organizational skills
- Effective written and oral communication skills, problem solving abilities, and decision-making skills
- Ability to multi-task and manage multiple projects with overlapping deadlines
- Ability to represent the SAPB and CSA in a professional manner
- Willingness to work some evening, night, and weekend hours as needed
- Sense of humor

