Student Activities Office  
Student Activities Programming Board (SAPB)  
Program Assistant, Outdoor Program and CANOE Liaison  
Position Description

**Application Information**

- Contact: Ana Sontag
- Apply online: go.carleton.edu/activities
- Up to 10 hours per week
- Paid mandatory trainings

**Paid Mandatory Trainings**

- May 17, 2016, 7:00 - 8:30 p.m.: Peer Leader Kick-Off
- August 29, 2016: Program Assistants arrive on campus
- August 29 - September 4, 2016: Program Assistant/Office training
- September 5, 2016: Peer Leader training
- September 6 - September 11, 2016: New Student Week involvement
- Required weekly SAPB meetings Tuesday during Common time

**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.”

Guided by the core values of social justice and inclusivity, the Peer Leader training program provides a collaborative campus-wide hub to prepare students to lead by giving them the tools, resources, connections, and skills they need in order to serve the Carleton community.

**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.

This position works approximately 8 hours per week during the academic year, with a combination of event planning responsibilities and front desk duties in the Student Activities Office. Front desk duties may include answering questions from faculty, staff, and students; assisting student organizations in event planning; and completing office tasks as needed. In addition, this position supports other SAPB Program Assistants in planning and implementing large, campus-wide events.

Outdoor Program Responsibilities

- Responsible for establishing appropriate risk management policies and procedures as outlined by United Educators’, *Guide to Managing Risks in Wilderness Education*
- 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*
- *Represent the Outdoor Program during the CSA spring allocation process, ensuring all necessary financial requests are submitted and presented accurately and timely*
- *Research, purchase, and maintain an accurate and safe gear check-out system for students*
- 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.)
- Manage an annual operating budget
- Attend weekly meetings of the Student Activities Programming Board (SAPB)
- Support Program Assistants in planning and implementing large, campus-wide events
- Meet regularly with Assistant Director of Student Activities
- Other 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 SAPB and SAO in a professional manner
• Willingness to work some evening, night, and weekend hours as needed
• Sense of humor