The Assistant Director of Outdoor Pursuits primary purpose is to develop student leaders that serve our community through the facilitation of meaningful, fun and challenging outdoor adventures that transform participants’ lives. This purpose is accomplished by mentoring students, running training trips, giving significant feedback, holding students accountable, teaching a two credit Introduction to Outdoor Leadership class within the Outdoor Leadership Minor, and supporting student staff as they develop into full functioning outdoor instructors.

The person in this position coordinates and administers Pacific University's pre-orientation outdoor adventure program (Voyages) and supports the year round Outdoor Pursuits Program. The Voyages program is an extension of Outdoor Pursuits and a partner to Orientation that serves new students in their transition to life at Pacific. Voyages offers multi-day adventures that provide new students with an introduction to the University through challenging activities with student leaders and faculty participants. The Assistant Director of Outdoor Pursuits will also support Outdoor Pursuits day-to-day operations, manage risks, develop student leaders, and oversee budgets within his/her program area.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- To develop student leaders that have good judgment, are technically sound, are compassionate and able to lead extended outdoor trips that transform students’ lives.
- Oversee risk management for all program activities.
- Detail oriented, efficient with task completion and able to work in a high energy, dynamic office environment while maintaining a positive attitude.
- Oversee all logistics for a comprehensive pre-orientation outdoor adventure program including site reservations, marketing, coordination with on and off campus entities, transportation, and staffing.
• Communicate clearly with students’ families, new students, staff and faculty.
• Design schedules for Voyage program activities including rafting, sea kayaking, backpacking, rock climbing, urban adventures, civic engagement, base camp experiences, canoeing, hiking, etc.
• Work with Orientation Committee and other Student Life staff to support orientation and other programming events throughout the academic year.
• Train student instructors and mentor student Voyage Coordinators.
• Coordinate the production of promotional materials including web based, electronic, and printed media.
• Administer Voyage program budget.
• Screen medical forms, call participants about concerns and require medical professional approval when necessary.

Outdoor Pursuits Program
• Actively lead in the field over weekends and during university breaks.
• Assist Outdoor Pursuits Director with program development and implementation.
• Delegate tasks clearly to a student staff.
• Facilitate assessment of program events and student leader development.
• Serve as course director and supervisor for most water and snow based activities including sea kayaking, canoeing, surfing, whitewater kayaking, standup paddle boarding, snowshoeing, cross country skiing, and rafting.
• Maintain program equipment including purchasing and repairing existing gear especially water and snow sport equipment.
• Manage maintenance of small bike rental program.
• Manage boathouse and boathouse related gear.
• Acquire and maintain necessary permits for land use.
• Assist students with trip sign ups and rentals.
• Be available as duty officer during trips on weekends, spring break and during the summer.
• Provide outdoor programming for non-Pacific University groups as time permits.

Teaching Responsibilities
• Teach one two credit Intro to Outdoor Leadership class during the Fall Semester.
• Oversee and supervise student teacher assistants.
• Advise Outdoor Leadership Minor students with their internship and independent study credits.

Time Responsibilities
• This is a full–time, exempt position.
• The Voyages program is exceptionally busy in August with limited down time.
• A minimum of 30 days in the field leading trips, training staff, and doing professional development.
• Work a minimum of 20 to 30 late evenings a year between teaching classes and student meetings.

SECONDARY FUNCTIONS:
• Attend student affairs, student activities, and all staff meetings.
• Meet with prospective students interested in Outdoor Pursuits program.
• Attend meetings with Outdoor Leadership Minor Faculty to discuss curriculum and direction.
• Attend school opening and school closing meetings.
• Computer skills in Excel, Word, Google docs, Filemaker, Redbooth (online task tracking software) and basic web editing.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & BEHAVIORS:
• Communicate with students, faculty, staff and the public in age-appropriate ways.
• Build on basic learning and carry it from one situation to another.
• Demonstrate critical thinking skills in problem solving and decision-making.
• Ask questions and seek assistance.
• Take responsibility to eliminate the source of problems.
• Demonstrate confidentiality regarding information pertaining to all students, faculty and staff.
• Maintain proper appearance and personal conduct for the employee’s particular job.
• Use effective communication skills taking into consideration body language, filters, listening, paraphrasing, and questions with customers of diverse ethnic and cultural backgrounds.
• Demonstrate ability to work in a team environment.
• Minimum of four years work experience in outdoor recreation, preferably with a university outdoor pre-orientation program.
• University teaching experience highly desired.
• Ability to plan and implement a complex multi-day educational program with an understanding of student development.
• Demonstrated writing and communication skills.
• Ability to work with a variety of constituents including parents, faculty and trip participants.
• Well developed knowledge of local recreational resources and land use policies.
• Sound interpersonal skills and good rapport with clients and students.
• Excellent customer service skills and ability to work in a team environment – humor is welcomed!
• Valid Oregon Drivers License with clear driving record and ability to drive van with trailer through city streets and on small forest service roads.
• Good physical and mental health; ability to be comfortable in
challenging environments with limited resources for extended periods of time while serving others.

EDUCATION AND/OR EXPERIENCE:
• Master’s degree in Experiential Education, Adventure Education or related field required.
• Wilderness First Responder or higher wilderness first aid certification required.
• Documented professional backcountry experience required.
• Background in orientation events planning desired.
• Sea Kayaking, Canoeing, and White Water Kayaking training and certification desired.


PHYSICAL REQUIREMENTS: _Sedentary work _Light work _Medium work _X_Heavy work _Very Heavy work _X_Visual acuity

APPLICATION: Please email cover letter, resume, Outdoor Experience and Training Log and names and phone numbers of three professional references to employment@pacificu.edu. Please name your documents as shown in the following example: (Example: Adams_Amy letter, Adams_Amy resume, Adams_Amy references). You may also mail your application materials to Human Resources/Pacific University, 2043 College Way, Forest Grove, OR 97116.

Application materials will be screened and interview candidates will be selected and notified. The hiring process normally consists of several interviews and can last several weeks depending on the position. Employment is contingent upon eligibility to work in the United States and successful completion of a background check. If the position is posted on our job board at http://www.pacificu.edu/hr/employment/positions/index.cfm it is an available position and you may apply. No phone calls please.

Discover Pacific University, a small place where big ideas are developed through a distinctive combination of learning opportunities, diverse perspectives and civic engagement. Pacific University was founded in 1849 and now has three campuses in Oregon. We celebrate a rich liberal arts tradition in the College of Arts & Sciences alongside our acclaimed colleges of Education, Health Professions and Optometry. Today, we offer a distinctive combination of learning opportunities, diverse perspectives and civic engagement. At the historic Forest Grove campus, Pacific students pursue bachelor’s degrees in more than 36 majors, as well as graduate and master's degrees. At the Eugene campus we offer undergraduate and graduate degrees in our College of Education. And, at
our state-of-the-art College of Health Professions campus in downtown Hillsboro, we offer professional programs in dental health science, gerontology, healthcare administration, occupational and physical therapy, pharmacy, professional psychology, physician assistant studies and Audiology.

Pacific University also offers healthcare services throughout the Portland metropolitan area, caring for the patients we serve and the healthcare and optometry students we train. Additional facilities in Portland support the clinical programs of the College of Optometry and the School of Professional Psychology. We remain committed to a tradition of service and support to the community, offering service learning, international education, internships, research opportunities and co-curricular activities to students and faculty.

With a rich history to build on and a strong future ahead, our 3,350 students enjoy a rigorous academic experience, professors who love to teach and a warm, friendly atmosphere. Our alumni go on to become lifelong learners and engaged citizens of the world.

NOTICE OF NONDISCRIMINATION POLICY | It is the policy of Pacific University not to discriminate on the basis of sex, physical or mental disability, race, color, national origin, sexual orientation, age, religious preference or disabled veteran or Vietnam Era status in admission and access to, or treatment in employment, educational programs or activities as required by Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act, the Americans with Disabilities Act of 1990, or any other classification protected under state or federal law, or city ordinance. Questions or complaints may be directed to the Vice President for Academic Affairs, 2043 College Way, Forest Grove, OR 97116, provost@pacificu.edu.