



WILLIAM & MARY

CHARTERED 1693

Graduate Assistant – Outdoor Recreation Campus Recreation Division of Student Affairs

Position Overview

The Graduate Assistant of Outdoor Recreation collaborates with the Assistant Director, Tribe Adventure Program (TAP) Trip Leaders, Climbing Wall Assistants, Challenge Course Facilitators, and Campus Recreation Marketing to provide high quality outdoor recreation experiences that support the Health and Wellness of the William & Mary community.

Department Mission

The Department of Campus Recreation provides quality recreational opportunities to all members of the William & Mary Community to enhance and foster a lifelong appreciation for health, wellness and recreation.

Position Type

- | | |
|--|---|
| <input checked="" type="checkbox"/> Masters Level | <input checked="" type="checkbox"/> Full-time (20 hours/week) |
| <input checked="" type="checkbox"/> Doctoral Level | <input type="checkbox"/> Part-time (10 hours/week) |

Compensation / Benefits

- This assistantship qualifies a full-time student for the 2018-19 in-state tuition waiver.
- Total financial package = In-state tuition + \$4,000 stipend

Position Elements

- | | |
|---|--|
| <input checked="" type="checkbox"/> Mostly 9 a.m. -5 p.m. work | <input checked="" type="checkbox"/> Occasional night/evening work |
| <input type="checkbox"/> Frequent night/evening work | <input checked="" type="checkbox"/> Weekend work: Sometimes |
| <input type="checkbox"/> Hires student workers | <input checked="" type="checkbox"/> Supervises / evaluates student workers |
| <input checked="" type="checkbox"/> Frequent student interaction | <input checked="" type="checkbox"/> Leads training sessions for students |
| <input type="checkbox"/> Advises individual students | <input checked="" type="checkbox"/> Advises student organizations |
| <input type="checkbox"/> Budget management | <input checked="" type="checkbox"/> Event/program management |
| <input type="checkbox"/> Individual work space | <input checked="" type="checkbox"/> Shared work space |
| <input checked="" type="checkbox"/> Independent work | <input checked="" type="checkbox"/> Collaborative / group work |
| <input checked="" type="checkbox"/> Conference/workshop funding available | <input type="checkbox"/> May take internship at same time as GA |
| <input checked="" type="checkbox"/> Opportunity for committee work | <input checked="" type="checkbox"/> Opportunity for summer employment |

Job Responsibilities

- Work with Assistant Director in all aspects of the Outdoor Recreation program including trips, clinics, events, Climbing Wall, Challenge Course, and Pathways (the outdoor orientation program for incoming first-year students).
- Recruit, interview, hire, develop leadership skills, and schedule staff for trips, programs, and walls shifts throughout the semester.
- Monitor trip sign-ups and assist trip leaders in additional trip advertising as needed.
- Monitor and assist the trip leaders during trip planning and pre-trip meetings as needed.
- Manage information dissemination to trip leaders and participants through pre-trip emails and maintaining regular contact with trip leaders.
- Prepare trips for departure and manage return while being available via phone to assist with incident management during a trip.
- Monitor trip leaders making sure all paper work is complete and filed including: trip itineraries, trip evaluations, facilitator feedback forms, participant evaluations, and equipment checkout/return.
- Conduct an ongoing evaluation of all aspects of the program (prior to, during, and after each trip).
- Assist professional staff with all aspects of public relations and marketing.
- Attend and contribute to staff and Division of Student Affairs meetings.

Preferred Qualifications

- Wilderness First Aid or Wilderness First Responder certifications preferred or the ability/desire to obtain within the first semester of hire.
- CPR/AED, 1st Aid Certified (on-the-job training is available, also)
- Prior trip leading and/or challenge course experience preferred.
- Outdoor Recreation as a profession preferred, but not required.
- Must be willing to camp and participate in remote outdoor experiences.

Learning Outcomes

- Create an inclusive, positive and engaging environment for all TAP Trip Leaders, Climbing Wall Assistants, Challenge Course Facilitators and program participants.
- Learn the facets of program planning, management, delivery, and assessment
- Establish an understanding of the campus recreation and other student affairs professions
- Develop essential leadership skills and cultural competency within Campus Recreation

Direct Supervisor

Michael White
Assistant Director of Campus Recreation ~ Outdoor Recreation
The College of William & Mary
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Interested applicants are welcome to contact the supervisor with any questions.