PSO Coordinator Position Information and Application
2017- 2018 Academic Year

Thank you for your interest in applying for one of the coordinator positions to support and gain more from your leadership, learning experience with PSO. There is more information about the program and application information below.

Mission of Puget Sound Outdoor Programs
Puget Sound Outdoor programs offer recreational outdoor experiences which cultivate community, personal growth, environmental connection and responsibility while developing leadership, outdoor and risk management skills.

Objectives of PSO:

- To use outdoor experiences as a medium for teaching important skills and abilities applicable to all aspects of students' lives, both at the University and beyond.
- To support growth in integrity, leadership, social awareness and an appreciation of diverse ways of knowing and being.
- To give students the opportunity to develop teaching, leadership, decision-making and outdoor skills, as well as enhance their understanding of the relationship between people and nature.
- To make the necessary gear for outdoor recreation available at a reasonable price through gear rentals at the Expeditionary.
- To foster a growing appreciation for the unique environment of the Pacific Northwest on campus and in the broader community.
- To create a positive environment here on campus for those interested in developing their appreciation for the outdoors and outdoor-related skills.
- To have a plethora of FUN.

PSO Staff Positions for 2017-2018
Average of 10 hours per week paid positions which can be work study or non-work study positions

- PSO Climbing Program Coordinator (2 positions available)
- PSO Trips Program Coordinator (2 positions available)
Coordinator Position Descriptions:

PSO Climbing Wall & Program Coordinators

Overview
The Climbing Coordinators at Puget Sound are responsible for organizing climbing programs, climbing wall safety, finances, route setting, maintenance of the climbing wall, orientation to the wall, working with PSO to facilitate climbing trips and provide trainings, and promote a community amongst climbers. The Coordinators will report to the Assistant Director of Student Activities for Outdoor Programs and will collaborate closely with the PSO Coordinators.

The successful candidate will have the strongest combination of the following:

- Strong collaboration, coordination, and facilitation skills
- Experience in a variety of outdoor activities
- Awareness of the risks related to outdoor activities (indoor rock climbing, indoor and outdoor bouldering, outdoor rock climbing with bolted protection and or on natural protection)
- Completion of a formal training program in outdoor leadership, such as NOLS, Outward Bound, OLE or Passages
- Climbing skills including: experience climbing for 1-3 years, outdoor lead climbing experience preferred at 5.9 level, experience teaching climbing to others, formal training in indoor and outdoor rock climbing and climbing site management.
- Certification in Wilderness Medicine and CPR: WFA, WAFA or WFR
- Strong oral, written and e-mail communication skills
- Familiarity with computer applications such as: Microsoft Excel and graphics design programs

Time Requirements

- 9-months, September-May
- 9 paid hours per week. Some evening work required, and longer hours may be required during hold cleaning/route setting periods.
- Lead indoor classes each month
- Lead weekly indoor orientation classes
- Leading day/overnight outdoor climbing trips and classes 2-3 per semester
- Leading fall break climbing trip to Smith Rocks
- Participate in weekly Climbing Coordinator meetings (date and time tbd)
- Participate in and collaborate on the agenda for bi-weekly PSO Coordinator meetings on Tuesday evenings
- Participate in and collaborate on the agenda for monthly PSO ALL meetings on Tuesday evenings

Climbing Wall Safety, Maintenance, Membership and Records

- Weekly visual inspection of the wall for any issues.
- Monthly hands on inspection of the wall, holds and T-nuts.
- Yearly inspection of ground and top anchors.
- Coordinating volunteers to clean holds and set routes each month and for the climbing festival.
- Maintain risk paperwork and financial records of all members for the last seven years.
- Membership: Establish membership fee each year.
- Orient Climbers to the wall and collect fees.
- Maintain an updated membership list to be posted in the climbing wall and with the Fitness Center.
Finances

- Manage the finances for the Climbing Program and Climbing Wall.
- Deliver membership money and other funds to the Expeditionary for deposit by the end of the next business day.

Training and Programming

- Coordinate and teach beginning, intermediate and advanced rock climbing skills courses each semester.
- Lead indoor and outdoor trips at a variety of skill levels each semester.
- Work in conjunction with Assistant Director of Student Activities for Outdoor Programs to teach and assess the skills of climbing program leaders.
- Coordinate educational events and programs for the climbing community. These may include: a Climbing Festival each semester, route setting classes, climbing slide shows, climbing technique classes, or climbing fitness classes.

PSO Trips & Program Coordinators

Overview

The Trips and Program Coordinators are responsible for working with student leaders to organize weekend overnight and day trips, outdoor leadership and skills trainings, and working together with other clubs and branches of the outdoor community on campus (i.e. climbing wall, bike shop, kayak club) to generate both a wide variety of opportunities for students to get outside and foster a welcoming outdoor-oriented community. The position as a program coordinator requires adept communication skills, organization, logistical planning, flexibility, patience, ability to conceptualize big picture plans, and a dedication to improving the program.

The Outdoor Program Coordinators are in charge of many administrative and programmatic functions of the Outdoor Program. They report to and work closely with the Assistant Director of Student Activities for Outdoor Programs.
The successful candidate will have the strongest combination of the following:

- Communication skills
- Broad knowledge of outdoor skills
- Strong leadership skills
- Decision making and judgment
- Dedication and involvement with PSO
- Ability to take initiative
- Sense of humor
- Organization skills
- Time management
- Ability to work with others
- Creativity
- Problem-solving skills

Time Requirements

- 9 month position, September- May
- 9 paid hours per week, hours will vary throughout each semester as there is typically more work to be done at the start of a term. Coordinators will work both independently and together, so flexibility with time is important, but you will be able to set your own hours.
- Participate in bi-weekly PSO Coordinator meetings on Tuesday evenings
- Participate in and collaborate on the agenda for monthly PSO ALL meetings on Tuesday evenings
- Weekly meetings with co-coordinator and Assistant Director of Student Activities for Outdoor Programs

Program Management

- Collaborate with other PSO Coordinators to plan programs and to coordinate trips, trainings and events
- Work with leaders to conceptualize, plan, and actualize trips every weekend
- Assess risks involved on trips with leaders, and gauge if ability and leadership level are appropriate
- Maintain a rolling schedule of planning, sending out, and debriefing trips with leaders
- Publicize and advertise outdoor events, trips, trainings to the student population
- Plan and attend meetings with leaders to foster community and plan a wide variety of trips
- Plan and attend weekly meetings with Program Coordinators and Assistant Director of Student Activities for Outdoor Programs.

Records Maintenance

- Keep records and evaluations of all trips and activities sponsored by the programs, including travel and other risk management documents
- Maintain a database of trip leader qualifications and experiences for risk management purposes
- Assist in compiling an annual report on Outdoor Programs Program activities for inclusion in the Student Development annual report

Training & Programming

- Stay current as a leader by leading 2-3 trips or trainings per year
- Organize at least one series of training workshop per semester for trip leaders
- Stay up to date on local trip options to be a resource for leaders.
- Assist in training and workshop planning
To Apply for a PSO Coordinator position:

1. Update your work, leadership and outdoor experience resume then upload in the application process
   https://www.pugetsound.edu/files/resources/outdoor_leadership_experience_resume.pdf

2. Scan relevant certification(s): may include but are not limited to driver license, wilderness medical
   certification, CPR and food handler

3. Input your work and class schedule for the week of April 10 – 20
   https://www.pugetsound.edu/files/resources/commitments-schedule.xlsx

4. Apply at the link below and upload the above documents
   https://pugetsoundir.co1.qualtrics.com/jfe/form/SV_9Zxa5MPa3kP2gN7

PSO Coordinator Application Process:

- Application information distributed April 2, 2017
- Applications submitted Sunday April 2 – Friday April 14 before noon ~ 12:00 pm
- Interviews scheduled as soon as your application is received and will be from April 10 – 20, 2017
- Decisions April 21-24, 2017
- PSO End of year Meeting April 25, 2017
- PSO Coordinator Retreat Friday – Saturday April 28 – 29, 2017