

## **Campus Recreation – Student Employee Job Description**

**Department:** FAU Campus Recreation

**Campus:** Boca Raton

**Position Title:** Outdoor Staff – Trip Leader

**Hours Per Week:** Varies

**Classification:** Undergraduate or Graduate

### **Brief Description:**

The Trip Leader is responsible for designing and implementing adventure trip programs in accordance with local operating procedures and industry standards. The Trip Leader must coordinate activities to develop trip plans that provide the appropriate amount of challenge while keeping safety as the number one priority.

### **Key Accountabilities:**

Implementation of Adventure Trips, to include:

- Trip planning
- Facilitating a variety of activities including backpacking, camping, kayaking, snorkeling, stand up paddle boarding, and more
- Equipment maintenance
- Trip documentation
- Risk management and emergency action plan implementation
- Other duties as assigned

### **Requirements:**

- Must have physical capability of performing required job duties while exposed to adverse conditions including rain and temperature extremes

### **What You will Do and Learn:**

- ✓ **Communication Skills:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization
  - Exemplify effective verbal communication
  - Discuss trip plans and goals with customers and administrative staff
  - Follow up messages and reporting
- ✓ **Work Ethic & Professionalism:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, time workload management, and understand the impact of non-verbal communication on professional work image.
  - Gain experience working in a professional environment
  - Prioritize tasks with a focus on customer service
  - Lead participants by example
- ✓ **Teamwork/Collaboration Skills:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.
  - Interact with various groups to provide low risk activities

- Plan, coordinate, and execute inclusive trips
- ✓ **Critical Thinking/Problem Solving Skills:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems.
  - Assist with student, faculty, staff, employer and community member questions with a courteous and professional demeanor by utilizing knowledge of the department and the university
  - Design activities to provide the appropriate amount of challenge to groups
  - Coordinate and implement rescue procedures when necessary
- ✓ **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions.
  - Design and lead trips for people of various races, ages, genders, and religions
  - Respectful engagement with multi-culture and diverse students, employers, and staff