

Outdoor Recreation Specialist

**Department:** Finley Recreation Center

**Purpose:** Assist with all outdoor recreation programs from planning, organizing, driving the van, and evaluating

**Pay Rate:** $11.00 per hour

**Schedule:** To be determined by staff availability – Hours are 6am to 10pm Monday through Friday, 8am to 8pm on weekends and are subject to change.

**Job Responsibilities:**

* Assist in planning outdoor recreation events
* Maintain all forms for events: (invoices, contracts, waiver and release forms, accident reports, sign-up sheets, van travel form, etc)
* Organize event sign-ups at Front Desk
* Design promotional flyers for each event at least a month in advance of event and send to supervisor in word document for approval
* Sign out UNE passenger vans and transport students to/from events
* Compile information from trip evaluation forms
* Attend monthly meetings with supervisors
* Other duties as assigned

**Job Requirements and/or Qualifications:**

* Applicants will be selected on the following criteria:
  + A desire to build the outdoor recreation program and meet the needs of the current student population
  + Commitment to the success and professionalism of the Outdoor Recreation Program
  + Effective communication, organization, problem solving skills, and attention to detail
* Prior work experience in the Finley Recreation Center or some college level leadership position preferred
* Must be available for occasional weekend trips
* **CPR Certification and First Aid Certification required** (can obtain after getting hired).

**Employment Agreement:**

As a representative of UNE, you are expected to be a role model, exhibiting appropriate behavior at all times. Violations of the University Conduct Code may either prevent your selection for this position or terminate your employment.

The above job description has been fully explained to me by my immediate supervisor. I understand that I will be part of Finley Recreation Center Employment team. I understand the duties as outlined and agree to carry out these responsibilities upon acceptance of this position.

I understand that I if I breach any of the expectations above, I will undergo a “three strike” discipline system that includes the following steps if behavior does not improve:

· A verbal warning and meeting with my lead or staff supervisor(s)

· A written warning and meeting with my lead or staff supervisor(s)

· Termination of employment

**Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_**

I have thoroughly discussed the job description and expectations of this position with the student employee whose signature appears above. I agree to provide the training necessary to carry out the above functions successfully.

**Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_**

**Supervisor(s):** Colleen Lundgren, CSCS, CPT, WFR

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**Supervisor(s):** Judy Vezina

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