**Department of Recreational Sports**

**Outreach Team**

The Department of Recreational Sports at Oregon State University is committed to achieving excellence through cultural diversity and actively encourages applications from women, persons of color, and individuals from other underrepresented groups. Interview questions will be developed based on the information in this job description. This position is available to individuals that demonstrate exceptional leadership skills, understanding of risk management and have maintained clean and positive employee files.

Department of Recreational Sports Mission Statement:

We strengthen the University by providing quality recreational and educational opportunities that foster healthy living.

Definition and Purpose:

The direction and itinerary of the Outreach team is centered on balance; both demonstrating it and enabling others to incorporate it into their daily lives. Our path includes changing the environment of the OSU community to better enable physical activity today and well into the future. We educate on the value of well being, and create healthy opportunities for all lifestyles within the Department of Recreational Sports.

While each team member specializes in a particular aspect of message delivery, all team members have the opportunity to perform a wide variety of tasks within RecSports, across the OSU campus, and in the Corvallis Community. *Specialty areas include: social media; graphics and event promotions; sponsorship and contracts; tours, presentations, and fun team; site displays; assessment; and membership.*

Department of Recreational Sports Employee Expectations:

* Model, promote and consistently enforce policies for the Department of Recreational Sports.
* Maintain written and oral communication with other staff members, supervisors and administrative staff.
* Maintain required certifications
* Attend orientations sessions, staff meetings and in-service trainings.
* Maintain and promote a safe and fun environment for all participants and staff.
* Provide quality customer service to all patrons

Position Duties and Responsibilities:

* Attend outreach staff meetings
* Brainstorm creative delivery strategies appropriate to health topic
* Plan, organize, and execute programmed activities
* Conduct tours of the facility
* Represent the department at special campus events and information fairs
* Write articles related to health, wellness, and physical activity for use in varied media

Preferred Work and Extracurricular Experience:

* Proficiency with the following software/interface: MS Office Suite (Word, Excel, etc.); Social Media (primarily Facebook)
* Demonstrated ability to organized and complete tasks
* Demonstrated ability to work independently and as a team
* Excellent oral and written communication skills
* Awareness and appreciation of individual uniqueness and diversity

Education: Must be a current system student.

Certifications: First Aid, Professional Rescuer CPR with AED and Blood Borne Pathogens certifications will be required before employment begins.

Period of Employment:

One academic year (employment is contingent upon satisfactory job performance as evaluated by immediate supervisor). 4-10 hours per week. Early morning, late night, and weekend hours may be required.

Compensation: Student employees are paid an hourly wage consistent with the OSU Student Employment Pay Rate Guidelines. The Department of Recreational Sports identifies pay ranges base upon job duties, level of responsibility and complexity of the work to be performed.

**Specialty Areas of Outreach -** Additional Duties and Responsibilities

Wellness Programming

* Assist in department and campus-wide wellness program planning, delivery, and evaluation
* Attend Health & Wellness Alignment marketing meetings
* Serve as a point of contact for Health & Wellness Alignment partners
* Write wellness and physical activity articles for use in varied media
* Attend Healthy Campus Meetings

New Media

* Maintain and develop content for the RecSports website
* Attend trainings to stay current on web & social media
* Maintain a presence in social media sites
* Take photos and video for the department (and at events)
* Work with FUN Team to coordinate wellness "flash" events

Membership

* Create and distribute a weekly e-newsletter to membership & frequent student users
* Run reports detailing use patterns by user group
* Maintain relationships with student RecSports Ambassadors
* Coordinate events and interactions to engage current and potential members
* Maintain the Suggestion Box

Sponsorship and Advertising

* Recruit partners for special event sponsorship and advertising
* Complete agreements & contracts for special events and advertising space
* Facilitate sponsor representation at special events
* Serve as a resource to program areas and sport clubs in their sponsorship efforts
* Track sponsorship and advertising for department records
* Develop and maintain a sponsorship calendar
* Maintain relations with current sponsors as well as attract new sponsors for RecSports

Event Promotion and Graphic Design

* Graphic design for RecSports events and programming
* Take photos and video for the department (and at events)
* Be familiar with iMovie & Adobe Creative Suite