Program Area: Adventure Leadership Institute
Position: Field Specialist

Mission Statement
We create engaging environments for student growth and success. We inspire healthy living by providing quality recreational and educational opportunities for the Oregon State University community.

Employee Expectations
• Know Your Stuff: Learn, model, promote and consistently enforce policies for the Department of Recreational Sports.
• Communicate Like a Pro: Professionally and proactively communicate with your teammates, supervisors and administrative staff.
• Stay Sharp: Maintain required certifications and attend orientation sessions, staff meetings and Director’s Retreat as directed.
• Seek Solutions: Provide quality customer service to all patrons and search for a “path to yes” when possible and aligned with mission.
• Deliver a Positive Experience: Maintain and promote a safe and fun environment for all participants and staff.
• Engage & Grow: Participate in the On-Ramp career readiness program while developing transferable skills with a “growth mindset”

Definition and Purpose: The Field Specialist reports to the Director of the Adventure Leadership Institute and is responsible for assisting with class outings, trips/activities, and programs. Field Specialists attend any required or necessary trainings or meetings that the Director mandates. Field Specialists are responsible for maintaining their training and skills in the relevant activity to which they are guiding, and are encouraged to seek continuing education to better themselves and the programs to which they assist. *Field Specialists also have the opportunity to assist in teaching PAC or KIN classes per instructor approval.

Position Details, Duties and Responsibilities
• Organization and coordination of PAC or KIN trips, Adventure Club trips, and other activities.
• Work with the ALI Operations Staff to coordinate trip equipment and personal equipment for all trips.
• Maintain department specific safety certifications, such as CPR, Wilderness First Aid or Wilderness First Responder.
• Provide ongoing evaluation and recommendations for the trip process, adjust as needed.
• Assist in the maintenance, inventory, and cleaning of trip equipment after each outing or program.

Minimum Requirements
• Must be a currently enrolled OSU student and/or an enrolled student in OSU’s Degree Partnership Program
• Must meet OSU student employment eligibility requirements including being degree-seeking and maintain minimum credit amounts
• Wilderness First Aid, Professional Rescuer CPR with AED, DRS Bloodborne Pathogens training, and ALI Level 1 Facilinstreader Training will be required before employment begins.
• Adventure Leadership – Level I Certificate (Required)
  *Raft Guides are allowed to work the Rafting season without their Level I Certificate, however, they must complete ALI’s Raft Guide School with satisfactory performance to be eligible for hire.

Preferred Work and Extracurricular Experience
• Strong role models, possess excellent conflict resolution skills and respond quickly and effectively in emergency situations.
• Commitment to student development and leadership.
• Awareness of safety concerns and risk management within an adventure education setting.
• Ability to provide positive customer service.
• Awareness of and appreciation for individual uniqueness and diversity.
• Excellent oral and written communication skills.
• Energetic and enjoy working with a variety of people and environments.
• Reliable, self-motivated, and work well with minimum supervision.

Disability Accommodations: 541-737-7235
Recreational Sports | recsports.oregonstate.edu
**Period of Employment:** One academic year (continuing employment is contingent upon satisfactory completion of a 30 day probationary period and satisfactory job performance as evaluated by immediate supervisor). 8-20 hours per week. Early mornings, evenings and weekends required. Hours vary per week based on trip schedule.

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

The Department of Recreational Sports at Oregon State University commits to achieve excellence through cultural diversity and actively encourage applications from all genders, persons of color, and individuals from underrepresented groups. Interview questions will be developed based on the information in this position description. All job offers are contingent upon Human Resources final approval.