**Outdoor Field Staff Assistant—EPIC Adventures**

EPIC Adventures is seeking EWU students to work as Outdoor Field Staff Assistant. Students applying for this position may have the ability to progress from Outdoor Field Staff Assistant to Outdoor Field Staff Lead based on training, evaluations and prior experience. No experience in these activities is required to join our team but a willingness to learn and try new things is expected!

Outdoor Field Staff Assistant will work under general supervision and their duties may include, but are not limited to:

* Assist in coordination of adventure trips which include, but are not limited to, activities such as rock climbing, rafting, backpacking, and stand-up paddleboarding.
* Assist in facilitation of travel logistics for trips managed by third party contractors such as skiing, dog sledding, ice-climbing, and zip-lining. These activities include half-day, single-day, and multi-day (overnight) trips, with group sizes generally ranging from 3-12 students.
* Assist with camp kitchen management.
* Assist in meal planning, preparation and clean-up for day and overnight trips.
* Driving and trailer management including loading and unloading.
* Assist in coordination of participants while traveling in vehicles.
* Assist in completing pre-trip planning form (logistics and emergency management).
* Assist in pre-trip participant management.
* Assist with group management while facilitating adventure activity.
* Model an understanding towards different skill and comfort levels in an outdoor setting.
* Assist with purchasing food and essential items for assigned.
* Assist with cash and receipt management for the assigned trip.
* Assist with completing checklists; pre-trip, vehicle and post-trip.
* Assist with campsite set-up and management.
* Ensures group adheres to Leave No Trace ethics.
* Performing other related duties as assigned.

This position will report to Epic Adventuresand Associate Director Campus Recreation. This position will work various shifts depending on events and including nights and/or weekends. Estimated Workload: 3 to 5 single-day trips, and 1 to 3 multi-day trips per quarter. The majority of work is conducted off campus. Administrative work located at URC 150, Cheney, Washington.

**Required Qualifications:**

Applicants must have good computer skills with the ability to type or keyboard, use Microsoft Office Software including, but not limited to, Word and Outlook, and ability to use web browsers and social media.

Applicants must be reliable, responsive, willing to take direction and follow guidance.

Applicants must have a professional demeanor and the ability to effectively communicate with a diverse population in person or via phone.

Applicants must be detail oriented and able to enter data and prepare documents with accuracy.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

Applicants must possess a valid driver’s license.

Applicants must attend and successfully complete the following trainings:

**Orientation and Day Trip Training**

·      Training Date(s): Monday, September 19th and Tuesday, September 20th

**EPIC Driver Training**

·      Training Date(s): Fall Quarter

**CPR, First Aid and AED Certification - Offered by EPIC Adventures**

·      Training Date(s): TBD, Fall Quarter

**Assistant Trip Leader Skills Training**

·      November 10th-13th (Overnight)

**Technical Skills Training**

·      Winter Quarter: On-campus weekly training

·      Spring Break: Week-Long Field

Applicants must be able to meet the following essential functions:

* Ability to work within varying environmental conditions including working inside/outside, working within various and changing temperatures, humidity, dry/wet conditions, high places, dirty/ dusty/odorous environments, uneven ground.
* Ability to meet the following job specific physical requirements: frequent sitting, standing, walking, bending over, reaching overhead, kneeling, balancing, pushing/pulling, lifting/carrying up to 75 pounds, thinking analytically, assessing risk, concentrating on tasks, making decisions, examining/observing details, occasional crawling, climbing, crouching, lifting/carrying up to 100 pounds or over; continuous use of hands/arms/legs, grasping, eye/hand coordination, fine manipulation, talking/eﬀective verbal communication, handling stress/emotions, remembering names/details, adjusting to changes, and maintaining stamina throughout the workday.

**This position, during the course of university employment, will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults, or children under the age of 16. Successful applicants will be required to pass a background check.**

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**﻿All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious belief.**

**Range B**