



WEST CHESTER UNIVERSITY CAMPUS RECREATION DEPARTMENT

OAP Trip Guide Position Description

The purpose of the Outdoor Adventure Pursuits program at West Chester University is to engage students in meaningful experiential education opportunities, utilizing a variety of outdoor activities, excursions, and workshops. These programs will develop participants' commitment to the campus community, encourage healthy living, and help them gain confidence in their ability to lead in our interconnected world.

This position plays a key role in the delivery of our program and requires extended hours in the field. This position reports to the Graduate Assistant for Outdoor Adventure Pursuits and Associate Director for Experiential Education, Student Success, and Risk Management. This is a paid part-time position requiring at least 10 hours a week working in direct collaboration with Senior Trip Guides with additional hours running trips. In addition to pay, this position has access to nationally recognized certifications and industry "pro deals."

Duties and Responsibilities:

- Work with the Associate Director to plan trip logistics including developing an itinerary, creating a menu, requesting equipment, and developing an emergency response plan.
- Guide trip including ensuring that participants all act safely and in accordance with university policies & conducting relevant skills instruction.
- Prepare for trips by packing and inspecting all necessary gear, communicating with participants, and ensuring that all necessary paperwork is completed.
- Conduct post-trip reports by submitting them to the Associate Director within three days of trip completion.
- Supervise proper equipment return and post-trip inspection.
- Attend bi-weekly Trip Guide Meetings.
- Serve on one OAP Project Team such as outreach, marketing, gear maintenance, etc. Completing a minimum of 10 hours per week.



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Requirements:

- Successfully complete bi-weekly Trip Guide Training Sessions
- Successfully complete five day Trip Guide Development and Examination Expedition (TGDEE)
- Ability to pass and maintain Wilderness First Aid and CPR/AED Professional Certification (included in training program)
- Complete PA State Police Clearance, FBI Clearance, and PA Child Abuse Clearance
- Strong interpersonal skills
- Ability to maintain composure and assume leadership in potential emergency situations

Preferred Qualifications

- Previous experience guiding groups on outdoor trips
- Wilderness First Responder (WFR) Certification
- Relevant Industry Certifications

This is a part-time position with a starting salary of \$8.50 per hour. Upon successful completion of semester long training process, promoted to Trip Guide at \$10 per hour.

Application Process: Successfully complete the Campus Recreation Employment Application and submit the application which can be accessed on our website at wcupa.edu/outdoor

For any questions, please contact Steve Sassaman at ssassaman@wcupa.edu.