Position Description

**JOB TITLE:** Adventure Recreation Trip Leader (TL1)  
**DATE REVISED:** February 13, 2014

**CLASSIFICATION:** Part Time  
**DEPARTMENT:** Campus Recreation

**REPORTS TO:** Assistant Director, Adventure Recreation  
**WAGES:** $25 per trip day in a wilderness context with many expenses covered during travel

**Essential Responsibilities**
Adventure Recreation trip leaders (TL1) are responsible for running a portion of the Outdoor Adventure trip series (40+ trips each year). This position is overall aspects of the trip once it departs campus. This includes managing group dynamics, safety and medical challenges.

**Specific Responsibilities**
- Lead UAB students, faculty, staff, and community members on a wide range of outdoor trips including backpacking, canoeing, kayaking, climbing, rafting, day hiking, skiing, and more
- Assist in training of other student trip leaders
- Work with assistant director to plan and organize outdoor trips, create trip schedule, manage trip enrollment, schedule trip leaders
- Trip duties include obtaining necessary permits, booking campsites, securing transportation, managing trip expenses during the trip, conducting pre-trip meetings, and ensuring first aid kits are well-maintained
- Drive trip participants in University vehicles – It is important that all driving trip leaders driving record meet University insurance standards.
- Advertising – Manage requests to marketing interns, coordinate campus signage, manage social media (Facebook, Twitter) and program email account

**Other Responsibilities**
- Evening/Weekend work responsibility as required
- Work within a non-smoking environment
- Other duties as required

**Minimum Requirements**
[The requirements listed below are representative of the minimum education and/or hands-on experience necessary to perform each essential responsibility.]
- Be a current UAB student
- Be currently certified as a Wilderness First Responder
- Have a clean driving record and demonstrate good driving habits.
• Be able to complete all UAB requirements to drive a state vehicle.
• Have demonstrated skills in at least two outdoor disciplines
• Participate in one of UAB OP’s annual trip leader trainings
• Demonstrated experience in developing and implementing policies and procedures.
• Fiscal integrity.
• Leadership and supervisory abilities.
• Extended outdoor living skills.
• Ability to work as part of a professional team that collaborates effectively with colleagues.
• Entrepreneurial spirit and enthusiasm.
• Analytical skills to: identify problems, assess alternatives, render consistent, logical decisions
• Knowledge of standard practices in recreational sports
• Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.

Preferred Requirements:
• ACA Level III
• AMGA SPI
• LNT instructor
• Lifeguard

Competencies:
[The competencies listed below are representative of the knowledge, skills, and/or abilities required to perform each essential function.]

Technical Competencies
• Proficiency with Microsoft Office suite.
• Knowledge of Spectrum CSI software.

Human Relations
Internal contacts include staff at all levels. External contacts include external customers and vendors. Contact involves troubleshooting, informing, exchanging information, negotiating, making recommendations, and giving information or instructions.

Work Environment and Physical Demands
[The demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please indicate below where reasonable accommodation may be needed.)
Work Environment
- Several hours on feet/walking around
- Moderate to loud noise

Physical Demands
- Assisting in event setups requiring lifting exceeding 30lbs

Employee Acknowledgement

By signing below I acknowledge that I have read and understand the purpose, essential responsibilities, minimum requirements, competencies, work environment, equipment, and physical demands required of my job as described above. Further, I acknowledge that if, because of a disability, I need an accommodation in order to perform the essential functions of my job, I will notify the human resources department, who will work with me to determine what, if any, reasonable and effective accommodation can be made.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. I understand that this is not an exhaustive list of all duties and responsibilities, and that Centers reserves the right to amend and/or change responsibilities to meet business and organizational needs.

______________________________  _______________________
Employee                                      Date