



OUTDOOR ADVENTURES LOGISTICS STAFF

PURPOSE

The Outdoor Adventures Logistics Staff will be responsible for all aspects of OA Trip preparation and debrief; this will include preparing/restocking gear, food, and supplies before and after a trip, as well as transportation of staff, students and course materials in and out of the field. Additional responsibilities will include but are not limited to assist in leading the pre-trip meetings each week, maintain and repair equipment, and general warehouse support. Experience teaching and participating in outdoor adventure activities is preferred.

PROGRAMMATIC DUTIES AND RESPONSIBILITIES

- Assist in the preparation and delivery of mandatory pre-trip meetings identifying potential risks and program policies
- Distribute, collect, and file all documents of participant agreements and waivers related to Outdoor Adventures.
- Maintain Outdoor Adventures equipment inventory and ensure proper use, cleaning, and storage.
- Regularly inspect equipment and report any safety or maintenance needs.
- Maintain safety and maintenance logs; keep all necessary reports and documentation in order.
- Assist in initiating immediate first aid and proper emergency procedures for wilderness environments.
- Maintain confidentiality related to participant information per CSUB policies and procedures.
- Communicate maintenance, custodial, or security issues to appropriate SRC or campus personnel.
- Educate participants and student staff; adhere to, and enforce, all policies and procedures.
- Maintain familiarity with evacuation plans and assist during major emergencies.

ADMINISTRATIVE SUPPORT DUTIES AND RESPONSIBILITIES

- Provide support to the Coordinator and OA Student Manager on specific projects as needed and assigned.
- Represent the SRC and CSUB in a professional manner and act as an SRC ambassador at all times with an extensive knowledge of the facilities, programs and services.
- Serve as a role model to other student staff and participants.
- Provide positive public relations and policy education to participants.
- Attend and contribute to all mandatory staff meetings, workshops, and retreats.
- Provide a friendly, inclusive, service-oriented environment for all staff and participants.
- Demonstrate awareness of, and appreciation for, individual uniqueness and diversity.
- Maintain a positive relationship with staff and co-workers.
- Demonstrate commitment to student development and leadership.
- Maintain high standards and achieve high expectations.
- Maintain prompt hours and follow absence procedures.

Student Recreation Center

California State University, Bakersfield
9001 Stockdale Hwy. • Bakersfield, CA 93311

QUALIFICATIONS

- Currently enrolled CSUB student with at least 6 undergraduate units and 2.0 G.P.A. or graduate student with 4 graduate units and a minimum G.P.A. of 3.0.
- Certification in CPR/AED/First Aid within 30 days of hire from American Red Cross or American Heart Association
- Wilderness First Aid or Wilderness First Responder preferred
- Passion for outdoor recreation and sharing this passion with other students.
- Genuine interest in a variety of individuals and commitment to providing quality service to diverse populations.
- Excellent oral and written communication skills.
- Reliable, self-motivated; able to solve problems and make decisions based on SRC mission and guiding principles.
- Knowledge of Windows based computer systems.
- Willingness and ability to work early morning, night, weekend, finals, and quarter break hours.
- Maintain clean DMV driving record to transport participants on Outdoor Adventure trips.
- Completion of CSUB Defensive Driver Training course required

CLASSIFICATION AND COMPENSATION

Student Assistant II: The number of hours per week is minimal and variable based on number of trips and preparation and debrief needed.

APPLICATION PROCESS AND DEADLINE

Applications can be found on [Handshake](https://csub.joinhandshake.com/login) - <https://csub.joinhandshake.com/login> Included in the application is a section titled "Tips for Applicants" that will help prepare candidates for the selection process.