The Center for Student Engagement’s Community Support and Leadership team will be seeking a Program Coordinator for Outdoor Leadership with an approximate start date of July 2016. The position reports to the Assistant Director of Community Support and Leadership. Core professional competencies include: community development, crisis management, financial management, outdoor experience, student organization advising, strong organizational, prioritization, and delegation skills.

Responsibilities and job duties include:

**Advising GW TRAiLS-GW’s Outdoor Leadership Program: (20-25 hours/week during AY)**

- Select, train and support approximately 40 student Guides in program management and leadership development
- Manage approximately 80 weekend trips annually
- Respond, when necessary, to major issues during weekend trips
- Possess a fundamental commitment to outdoor access and wellness
- Maintain integrity and maximize longevity of outdoor gear
- Oversee 1-2 winter alternative breaks (first week of January) with the expectation of serving as a learning partner
- Oversee 3-4 spring alternative breaks (second week of March) with the expectation of serving as a learning partner
- Attend weekly TRAiLS Leadership meetings (7pm on Mondays) and General Body meetings (7pm on Tuesdays)
- Conduct weekly 1:1s with TRAiLS Lead Guide, Budget Chair, and other leadership positions as necessary
- Manage budget allocation of $17,500 with additional income of $30,000+
- Maintain detailed organized budget tracking processes

**Adventure Bound-GW’s Outdoor Orientation Program: (25 hours/week during summer)**

- Train approximately 30 student Guides for programs
- Coordinate registration and communication for 105-120 Freshman participants
- Market program during April Visit Days and GW’s Summer Orientation (hosted in 4 3-day blocks in early summer)
- Serve as a learning partner on program (third week of August typically)
- Supervise Intern team of 1-3 undergraduate students over the summer
- Manage income and expenses of approximately $45,000

**Student Organization Advising: (5-10 hours/week during AY)**

- Advise 20-25 student organizations of various interests
- Support ranges from data management to event attendance to budgetary oversight to leadership development

**Appointment as Adjunct Professor of Exercise Science: (8-10 hours/week during AY)**

- Co-Instruct 2 credit-bearing, outdoor education courses with the Assistant Director of Leadership
- Provide consistent communication and instructional quality

**Member of Community Support and Leadership Team: (3-5 hours/week year-round)**

- Serve as a member of the Center for Student Engagement’s Community Support and Leadership team, which is responsible for all leadership programming, support of special populations, graduate student life, and off-campus student affairs.
- Support broader CSE initiatives, including residence hall closing, Greek Life support, RA selection, and student org events
- Other duties as assigned