Outdoor Programs - Graduate Assistant
One Position Available
Start Date: as early as July 2019

Description:
The Department of Physical Education, Recreation and Dance is currently seeking one Graduate Assistant in Outdoor Programming. The position can start as early as July 2019.

This position requires an average of 20 hours per week. The award consists of a weekly stipend of $288.46 and 8 credits per semester (fall, spring and summer). The position is renewable contingent upon the satisfactory performance of the individual during the first year.

Responsibilities may include but not limited to:

- Assist in the management of the Barreca Climbing Wall operations including scheduling of staff, supervision and training.
- Maintain regular office hours to assist with instruction, program planning, promotion and facility management, including the possibility of opening, closing and weekend hours.
- Assist in development, promotion, execution, assessment and management of climbing and outdoor programs.
- Assist in the development and supervision of children’s camps and vacation programs including staff members, campers and outdoor program excursions.
- Maintain inventory of outdoor gear cache and assist with gear rentals.
- Teach private lessons, classes and lead outdoor trips as needed.
- Develop ideas for new programming.
- Document outdoor programs using blog and GoPro photographs.
- Assist with FitTreks member engagement and monthly FitTreks newsletter.
- Support outdoor program management with other tasks as needed.

Minimum qualifications:

- Acceptance into a graduate degree program at Boston University.
- Strong organizational and managerial skills with a desire to lead outdoor programs.
- Proficiency in computer skills including word processing, spreadsheets and databases.
- Excellent character, resourcefulness, creativity and work ethic.
- CPR & Wilderness First Aid certification, climbing certifications, paddling certifications or willingness to gain these certifications.
- Valid drivers’ license and willingness to drive a 12-passenger van to sites in New England.
- Experience with outdoor programs instruction and program development is encouraged.
- Related course work at the university level is encouraged.
- Knowledge of New England flora/fauna and a Leave-No-Trace philosophy is encouraged.

To apply, please send a cover letter, resume and three references to:

Julia Bair, Manager of Outdoor Programs, bairj@bu.edu