

Outdoor Programs Graduate Assistant
One Position Available
Start Date: January 3, 2023

Description:

The Department of Physical Education, Recreation, and Dance is currently seeking one Graduate Assistant in Outdoor Programming. The position will start on January 3, 2023.

This position requires an average of 20 hours per week. The award consists of a weekly stipend. The award also consists of 4 credits for summers I & II and 8 credits per semester (fall and spring). 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 Outdoor Program operations including scheduling of staff, supervision, and training at the Barreca Climbing Wall, BU Sailing Pavilion, and FitTreks Outdoor Trips
- Create and submit weekly social media posts in coordination with trip calendar and sponsorship obligations
- Assist with FitTreks member engagement and FitTreks newsletter
- 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 classes and lead outdoor trips as needed
- Develop ideas for new programming
- Support outdoor program management with other tasks as needed

Additional qualifications:

- Acceptance into a graduate degree program at Boston University (REQUIRED)
- Strong organizational and managerial skills with a desire to lead outdoor programs
- Proficiency in computer skills including word processing, spreadsheets, and databases.
- Relevant outdoor-recreation certifications (WFA or WFR, Single Pitch Instructor, etc.) or willingness to gain these certifications
- Valid drivers' license and willingness to drive a 12-passenger van to sites in New England (REQUIRED)
- Experience with outdoor programs instruction and program development is encouraged
- Knowledge of social media
- Availability to work over the summer

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

Ben Beck, Manager of Outdoor Programs: bbeck@bu.edu