



Job Description

Coordinator of Programming: CAOS (EES)

JD: 2602
Pay Grade: G07

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum (2) years directly related work experience.

Minimum Education Requirements: Associates' Degree

Direct Supervisor: Program Director Outdoor Leadership & Adventure Education (OLA)

Supervisory Responsibility: Direct (Var Hour Staff); Indirect (0)

Primary Work Location: Center for Adventure and Outdoor Studies (CAOS)

Certification Requirements: Must possess or be able to obtain (within a predetermined timeframe) Wilderness First Responder and CPR certifications.

Job Summary: This position is responsible for overseeing the daily operations of the Experiential Education Service (EES) programs. Additionally, this position will provide support to the Outdoor Leadership & Adventure Education (OLA) academic program.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

Experiential Education Service (EES)

- Develop, implement, and evaluate Experiential Education Service (EES) programs.
- Plan, organize and facilitate appropriate professional development programs in coordination with Continuing Education and Workforce Development and outdoor industry governing bodies.
- Plan, organize and facilitate outdoor adventure camps.
- Recruit, hire, train and supervise work study and part-time staff.
- Oversee CAOS challenge course training, maintenance and inspection.
- Coordinate with the Adventure Equipment Center (AEC) manager and OLA Program Director to maintain a stock of rental equipment appropriate for EEC programs.
- Work with OLA Program Director to develop and manage the CAOS auxiliary programs budget.
- Develop, implement, and evaluate club and team programs, activities, and events.
- Coordinate with school districts and the general Garrett College student population to recruit program participants.
- Work with OLA Program Director to develop and manage the CAOS auxiliary programs budget.

Outdoor Leadership & Adventure Education:

- Perform basic administrative duties and construct OLA field course packets.
- Participate in outreach activities.
- Serve as an instructor and/or support personnel for OLA field skill courses.
- Support the OLA Program Director in assigned tasks as needed.

General:

- Work evening and weekend hours as needed.
- Effectively perform as a member of the team in carrying out the College's Mission Statement.
- Perform other duties as assigned for OLA or college-wide activities which promote the educational mission of CAOS and Garrett College.
- Provide staff coverage for the Adventure Equipment Center, as needed.



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Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- General college policies and procedures.
- Retail business principles and practices.
- Computer and software including Microsoft Office Suite.
- Principles of customer service.
- Outdoor industry standard practices.
- Outdoor industry risk management strategies.

Skills

- Strong business arithmetic and computational skills.
- Strong written and oral communications and relational skills.
- Strong organizational skills with attention to detail maintaining accurate records.
- Good public relations and customer service.
- Operating a variety of office equipment, including cash registers, computer terminal, printer, calculator, fax, and copier.
- Establishing and maintaining effective working relationships with students, staff, and members of the public.
- Advanced wilderness first aid.
- General repair and maintenance of outdoor equipment.

Abilities

- Assist all patrons in a friendly and helpful manner.
- Multitask a variety of tasks while maintaining professionalism.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Read and understand written instruction and communicate information and ideas in clear and concise written form.

****This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.**



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date