



Challenge Course Facilitator Job Description

Job Content

This position is responsible for the logistics, safety and overall experience of the WVU Challenge Course program: making sure participants are informed of all safety guidelines and ensure they are adhered to by all persons on the trip; coordinate instruction, supervision, and facilitate debriefings. The facilitator will use the Adventure WV Challenge Course, and other venues as required, to provide an opportunity for groups to recognize and safely reach their potential. Programming will include promoting self-confidence, positive group dynamics, and the expansion of participant problem solving abilities. These individuals must be well organized, experienced, compassionate, and exceptional communicators when it comes to teaching others.

Terms of Employment

Employment is on a casual, as needed basis. Assignments are on a first come basis; timely response to facilitation requests is required. Challenge course facilitators are responsible for pre-trip preparations, facilitation of programming, supervision of assistant facilitators and participants, and post group information processing. It is required that all WVU Challenge course employees stay current with facilitation. As a result, facilitators must commit to at least 10 programs per year in order to stay active. **Typical employment dates range from April – November.** All employees are paid on an hourly basis.

Essential Requirements

- **Safety and Supervision:** Responsible for the safety of self, staff, and participants. Work will include the proper set up and take down of challenge course facilities as well as inspecting equipment and property, and documenting these inspections. Must be able to instruct participants on proper use of equipment and structures. Must supervise the programming and safety of assistant facilitators. Uses good judgment while making independent decisions regarding all facets of the safe and effective use of the course. Understand and be able to implement the Adventure WV Challenge Course Emergency Action Plan, when necessary.
- **Leadership and Planning:** A facilitator is responsible for conducting a needs assessment with the participant contact, and for developing programming specific to the participants needs. Must be able to work independently, be self-motivated, and be skilled with the empowerment of others. Able to deal calmly with stressful situations and people.
- **Experience:** Experience facilitating or participating in group processing/planning discussions is highly sought as well as familiarity with group/team development. Facilitators must be fully trained on WVU Challenge Course local operating procedures and successfully complete and pass a recognized training program.
- **Physical:** Trips take place in an outdoor, adventure orientated setting. Therefore, facilitators should have the ability to perform their required duties for extended periods of time while exposed to adverse conditions including, but not limited to, rough terrain, precipitation,

temperature extremes, and wind. Must be able to stand for extended periods of time and be able to lift and carry 35 pounds for extended periods of time.

- **Communication:** Excellent communication skills are required. Must be able to communicate effectively, both orally and in writing, to both participants and other staff members. Ability to relate and work with diverse populations of participants.
- **Teamwork:** Team oriented and dedicated to the goals set forth by the WVU Challenge Course program. Works as a valuable team member with others in scheduling, facilitating, and operating the Adventure WV Challenge Course.
- **Dependability:** Responds to scheduling requests in a timely manner. Is reliable when scheduled. Conducts needs assessments, develops program plans, and communicates to assistant staff in a timely manner. Arrives at facilitation site on time. Has reliable transportation to and from facilitation site. Maintains a commitment to the success of the course. Follows local operating procedures.

Qualifications

- High School Diploma or GED (Association with WVU preferred)
- 18 Years of Age
- Current CPR and First Aid Certifications
- ACCT Level 1 Certification + Facilitation Portfolio (or equivalent)
 - Courses are offered through WVU (RPTR 325 – Spring Semester).
 - Week-long training opportunities may also be provided after the conclusion of the spring semester.