



ADVENTURE  
**OUTDOOR EDUCATION CENTER**

**Position Announcement**

**West Virginia University - Adventure West Virginia Program  
Graduate Assistant – WVU Outdoor Education Center**

**Job Description:** The Adventure WV and WVU Outdoor Education Center (WVU OEC) Graduate Assistant (GA) will assist the Assistant Director and Program Coordinator in the management of various Adventure WV and WVU Outdoor Education Center programs, facilities and services. The Graduate Assistant works during the off-season (school year) managing various projects that contribute to successful summer programming and actively contributes to programming during the summer season. Off season projects include, but are not limited to: Fall and spring semester class teaching and grading, data compilation and analysis, staff retraining sessions, site maintenance and inspection and other areas of program support. Summer duties include, but are not limited to: leading multi-day training programs for student leaders, serving as an on-site coordinator for select programs, supervising leaders working in the field, emergency response, and program logistics (scheduling, staffing and customer service procedures). In conjunction with WVU OEC responsibilities, the GA may be asked to fulfill responsibilities associated with the Adventure WV program as needed, such as administrative support or Adventure WV Orientation Trip and Outdoor Rec Center support. Finally, the GA is part of the Adventure WV management team, and is expected to attend and engage in periodic staff meetings and occasional full and multi-day staff retreats.

**Job Requirements:** Bachelor's degree. Accepted and enrolled in a WVU graduate program. Experience in challenge course and zip-line canopy tour operations and facilitation. Experience in outdoor trip leadership, group facilitation, risk management, and staff supervision. Excellent communication skills. Graduate Assistants must possess CPR and a Wilderness First Aid or Wilderness First Responder Certification; preference will be given to candidates who already possess these certifications. Graduate Assistants must also possess or be willing to obtain certifications in both challenge course and zip-line canopy tour operations through pre-identified vendors. Preference will be given to candidates who already possess these certifications.

**Compensation:** A 12 month graduate assistantship with a stipend totaling \$18,000 per year (total stipend amounts are subject to change). In addition to the stipend, a full tuition waiver and health insurance are included. Additional fees apply.

**Starting Date:** Highly preferred start date of May/June, 2019 (depending on academic status, the GA may spend Summer 2019 working officially as a temp employee, and then transition to GA with the start of the Fall 2019 semester). Tentative end date of mid-August, 2021.

**Application Process:** Submit cover letter, resume, and references to Attn: Coy Belknap , Adventure WV Assistant Director, WVU Student Recreation Center, 2001 Rec. Center Dr, Morgantown, WV 26506 or via email [Coy.Belknap@mail.wvu.edu](mailto:Coy.Belknap@mail.wvu.edu)

**Contact:** Coy Belknap, Adventure WV Assistant Director: 304-293-7136 or [Coy.Belknap@mail.wvu.edu](mailto:Coy.Belknap@mail.wvu.edu)

The logo features a stylized yellow 'WV' monogram to the left of the word 'ADVENTURE' in a blue, blocky font. Below 'ADVENTURE' is the phrase 'OUTDOOR EDUCATION CENTER' in a larger, bold, blue, blocky font.

**Additional Position Information**

**West Virginia University - Adventure West Virginia Program  
Graduate Assistant – WVU Outdoor Education Center**

1. Starting Date and Summer Employment:
  - a. All new Graduate Assistants are expected to join the Adventure WV and WVU Outdoor Education Center Team as an hourly employee the summer before they begin school.
  - b. This date will be contingent on schedules and when the student can begin work.
  - c. This allows for integration into our operations and for new employees to become trained in local operating procedures. The Graduate Assistantship will properly begin the first day of classes at WVU.
  - d. It is preferred that candidates be available to participate in our Canopy Tour specific training May 6<sup>th</sup>-11<sup>th</sup>
  
2. Work Schedules and Duration:
  - a. All Graduate Assistants are expected to work 20 hours per week during the academic year
    - i. Due to the nature of this position, there may be many instances where GA's may exceed the 20 hour weekly total.
    - ii. When this does occur, GA's will be encouraged to take compensation time the following work week to offset the additional hours previously worked.
  - b. The summer before the Assistantship begins, students will be placed on an hourly position and will be eligible to work up to 37.5 hours weekly. Actual hours will vary.
  
3. Certification and Training:
  - a. All Graduate Assistants are expected to keep a valid certification in both challenge course and zip-line canopy tour facilitation. Inability to keep this certification may result in the termination of the position.
    - i. These certifications will be offered through the WVU OEC and their specified vendor members. An outside certification by a non-affiliated vendor member will not be accepted.
    - ii. All costs associated with certification will be covered through the WVU OEC.
  - b. In addition to keeping a current certification in both challenge course and zip-line canopy tour facilitation, GA's must also complete the following:
    - i. West Virginia 1-D Water Testing Certification
    - ii. WVU's Title IX training
    - iii. WVU's Children on Campus training
    - iv. WVU's Fund Handling Training
    - v. Completion of AWW's van driver training program

4. Additional Work Requirements and Responsibilities:
- a. All Graduate Assistants will be asked to complete the following tasks, on a daily, weekly and monthly basis.
    - i. Serve as the daily Course Manager at the WVU OEC for single day and multi night programs. These includes, but are not limited to:
      - 1. WVU Challenge Course and Aerial Programs
      - 2. WVU Zip-Line Canopy tour
      - 3. WVU Westvaco Natural Resource Center
      - 4. WVU Adventure Basecamp Overnight facility
    - ii. Ensure quality assurance with programs and work with student workers to evaluate program performance to facilitate development
    - iii. Oversee facilitator delivery of quality event plans specifically designed to address the needs of the group
    - iv. Complete daily and monthly inspections on all facilities and elements located at the WVU OEC.
    - v. Complete designated office tasks related to program evaluation and development
    - vi. Assist with the coordination of all program logistics and scheduling
    - vii. Assist with teaching semester long, week long and single day sessions for WVU Students, faculty and staff related to aerial facilitation and management.
    - viii. Periodically work with the Adventure WV and WVU Outdoor Education Center Management Teams to discuss, plan and implement strategic programs for the WVU community at large.
    - ix. Assist with other programs areas housed under the Adventure WV administrative umbrella on an as needed basis.