



Outdoor Wisconsin Leadership School
P.O. Box 10
361 N. Lake Shore Drive
Williams Bay, WI 53191



Position description: GRADUATE ASSISTANTSHIP

OWLS ADVENTURE EDUCATION INSTRUCTOR/PROGRAM COORDINATOR

FUNCTION OF POSITION

Provide direct instruction and technical support for Outdoor Wisconsin Leadership School (OWLS) programs that serve students (8th grade, high school and university) and adult participants engaged in adventure education experiences. Provide administrative support to OWLS through program coordinator duties, special projects and equipment maintenance assignments.

ESSENTIAL DUTIES

1. Act as a primary facilitator for OWLS groups during challenge course, leadership development and teambuilding experiences – programs typically range in length from 1 to 3 days.
 - Solo instruct groups ranging in size from 8 to 14 participants.
 - Create curriculum progressions based on specific group goals.
2. Provide technical support for OWLS program climbing elements (high ropes courses, climbing tower, pole elements) requiring technical safety systems.
3. Maintain established standards of program content quality and procedural safety for OWLS adventure education activities.
4. Act as a Coordinator for OWLS groups (oversee program logistics, curriculum planning and provide on-going support during program delivery)
5. Assist with the maintenance of equipment and resource areas.
6. Assist with the organization and preparation of program materials and resources.
7. Assist with program administration duties (may include special administrative projects, assisting with program operation tasks, etc.)

RELATED DUTIES

Assumes other duties as agreed upon in consultation with the Director of Adventure Education, the Associate Director of Adventure Education and/or the Dean of the School of Experiential Leadership.

SUPERVISION RECEIVED AND GIVEN

Oral and written instructions are provided by the Director of Adventure Education, but staff are expected to work independently within the limits of this job description and established policies. Staff also work under the direct supervision of the OWLS Associate Director.

MINIMUM ACCEPTABLE QUALIFICATIONS

Bachelor's degree in outdoor leadership, recreation, education, psychology or other related fields and prior acceptance to the Graduate program of Aurora University, George Williams College, School of Experiential Leadership.

1. Experience leading adventure education/recreation programs or related experience leading camping, education or human services programs.
2. Experience planning program curriculum based on specific group goals and objectives.
3. Current Basic 1st Aid/CPR certification required (Equivalent to Red Cross basic 1st aid and Adult/Child CPR certification or higher certification is acceptable).
4. Proven organizational and communication skills (oral and written).
5. The ability to fully participate in OWLS staff training and to demonstrate (by the end of the training period) the required competencies for leading adventure-based activities used within the OWLS program.

Programming skills required:

- Following the training period, the ability to select, facilitate and evaluate activities that create adventure learning programs for people of different ages, backgrounds and interests.
- Following the training period, the ability to lead, without support: group games, problem solving initiatives, trust sequences and low ropes elements.
- Following the training period, the ability to effectively lead program participants through meaningful processing sessions.
- Following the training period, the ability to demonstrate safe spotting techniques, the ability to provide spotting for participants and the ability to teach spotting techniques to participants.
- Following the training period, the ability to provide technical support and assistance at OWLS high elements (tree and pole High Ropes Courses, Climbing tower) in accordance with OWLS procedural guidelines.

Physical skills required:

- Following the training period, the ability to climb and move safely at heights using appropriate self-belay techniques on tree and pole courses.
- The ability to walk over uneven terrain through a variety of outdoor biomes (forests, wetlands, boulder fields, etc.)
- The ability to lift and carry items weighing up to 50 lbs.
- The ability to lead adventure education activities in extreme weather conditions.

Mental skills required:

- The ability to read, write and speak at a college level.

Attitudes required:

- Detail oriented
- Service oriented
- Safety-minded
- Professionalism
- Strives for the highest quality job performance with available resources
- Values diversity

- Tolerance for stressful situations

OTHER DESIRABLE QUALIFICATIONS

1. Experience and desire to work with people of different age groups and backgrounds including “at-risk” populations.
2. Experience leading groups rock climbing, backpacking and camping.
3. Experience with general maintenance/construction techniques and power tools.

START DATES

Position start dates are available in mid August and early January. Contract period lasts one year from start date. Graduate assistants work 30 hours/week in the fall and spring terms and 40 hours per week in the May and summer terms. Summer work may be available.

BENEFITS

Graduate Assistant instructors are paid a stipend and are provided with limited supplementary health insurance coverage. They may pay to live in graduate assistant and staff housing in private room with shared common areas on campus or may live off campus at their own expense. Earn your masters degree in Outdoor Pursuits Administration in one year.

TO APPLY

Fill out graduate school and graduate assistantship applications online at www.aurora.edu/recadmin. Contact George Williams College of Aurora University for more information.