



## EMPLOYMENT OPPORTUNITY ASSOCIATED STUDENTS INC. SACRAMENTO STATE

### PEAK ADVENTURES Outdoor Trip Leader

**Position Summary:** Under the supervision of the Peak Adventures Operations Specialist, the OT Leader is responsible for managing operational and participant needs for Peak Adventures Outdoor Trips. The OT Leaders plan participant appropriate itineraries, provide exemplary customer service, oversee risk management decisions, and ensure trip operational needs are met. The OT Leader is on duty during planned activity time including pre and post trip customer service and equipment logistics excluding travel time. OT Leaders may also serve as OT Driver as needed. A typical OT Leader will work 1-6 trips per semester. This position allows for opportunities for outdoor skill development and outdoor industry logistical knowledge.

**Time Base:** Part- Time

**Application Deadline:** Open Until Filled

**Compensation:** \$10.50

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Oversight of up to 30 participants ranging in age from 9 to adult.
- Oversee group dynamics such as participant interactions within the group as well as interactions between participants and others outside the group to promote a positive experience for all.
- Manage group travel in front country and back country settings.
- Administer to participant needs.
- Oversee and make decisions about risk management in the field.
- Load and unload of equipment and supplies.
- Lead pre-trip meetings.
- Purchase food for overnight trips.
- Preparation and cleanup of meals for overnight trips.
- Understand and adhere to requirements/restrictions for trip location.
- Administer to first aid needs.
- Operation of 12 passenger van (when needed).
- Assist with planning and implementation of trainings (mandatory to lead at least 1 training per semester).
- Other duties as assigned.
- Other duties may be assigned.

#### CORE COMPETENCIES

- Ability to communicate effectively both verbally and in writing with other staff, and public
- Good analytical and problem-solving skills
- Ability to follow oral and written instructions
- Exceptional customer service skills
- Ability to be flexible and adaptive
- Ability to work well with other staff
- Understanding and adherence to safe operating practices

**MINIMUM QUALIFICATIONS**

- Must be able to work in a variety of weather conditions and be prepared for both heat and cold
- Current CPR certification
- Current Wilderness First Aid or higher certification
- Ability to lift and move up to 60 pounds unassisted or 100 pounds assisted.
- Must provide professional certification or attend Peak Adventures Guide School (or equivalent) for the specific activity to be led
- Must provide comprehensive outdoor experience log
- Ability to sit or stand for long periods of time
- Ability to work evenings and weekends as well as overtime

**PREFERRED QUALIFICATIONS**

- Wilderness First Responder
- California Commercial Class B driver's license with a passenger endorsement and accompanying medical examination
- Knowledge of California traffic laws
- Meet ASI driving requirements including but not limited to less than 2 points citations on driving record
- Participation in random pull drug and alcohol testing with passing results

Interested applicants must complete an application. You can complete an online application at <https://748.dayforcehcm.com/CandidatePortal/en-US/asi/> or by hitting Apply Now on our website.

Paper applications can be completed and sent to:

**By mail**

Associated Students  
Attn: Human Resources  
6000 J Street  
Sacramento, CA 95819-6011

**By Fax**

Attn: Human Resources  
Fax: 916-278-2940

**Or in person**

Peak Adventures  
The Well @ Sac State

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**Associated Students is an Equal Opportunity employer.**

[www.asi.csus.edu](http://www.asi.csus.edu)

**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at [www.csus.edu/police/cleryact.htm](http://www.csus.edu/police/cleryact.htm).  
<http://www.csus.edu/police/cleryact.htm>

**BACKGROUND CHECK**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students, Inc. employees who apply for the position.