Outdoor Recreation
Graduate Assistant Position Description
2017-2018

10-MONTH POSITION BEGINNING AUGUST 1, 2017

This position is responsible for assisting the Assistant Director and Coordinator for Outdoor Recreation with the organization, supervision, and evaluation of the UGA Outdoor Recreation program. This position's primary responsibility is overseeing the trips and clinics program, which consists of outdoor adventure activities, including backpacking, paddling, rock climbing, caving, and specialty skill clinics. This position will also serve as the primary coordinator of the Dawg Camp Adventure program, a week-long, first-year wilderness orientation program that is conducted in partnership with the Center for Leadership and Service (CLS). This position is also responsible for the hiring, training, supervision, scheduling and evaluation of a large student staff working within the program. This individual may also assist the Assistant Director and Coordinator with duties associated with managing the climbing wall, challenge course, and outdoor recreation center.

RESPONSIBILITIES:
1. Provide administrative support and oversight for the outdoor trips and clinics program.
2. Collaborate with UGA students, departments, and off-campus groups on outdoor programs.
3. Serve as the primary point of contact for PEDB 1090 backpacking and outdoor adventure courses.
4. Develop, implement, and continually evaluate policies and procedures to guide program operation and address risk management concerns, including Emergency Action Plans.
5. Oversee staff training and maintenance associated with departmental vehicles.
6. Support the other components of the UGA Outdoor Recreation program as necessary.
7. Hire, train, and schedule staff to lead outdoor trips and clinics.
8. Conduct an ongoing staff training program including staff meetings and evaluations.
9. Staff training should include emergency action planning (EAP), incident response, customer care, technical skills, and other program concerns.
10. Incorporate Departmental Vision, Mission, and Values into staff development.
11. Working with the Assistant Director and Coordinator for Outdoor Recreation, use best practices in assessment and evaluation to strategically position the program and staff for long-term success.
12. Plan programs to incorporate Divisional priorities as they relate to the Student Affairs strategic plan and student learning priorities (Pillars of Student Success).
13. Monitor the program budget, manage ongoing payroll and prepare revenue projections.
14. Work cooperatively with the business services staff to ensure that all operations are compliant with fiscal policies and procedures.
15. Other duties as assigned by the Assistant Director and/or Coordinator for Outdoor Recreation.
QUALIFICATIONS:
1. Bachelor’s degree in Recreation, Sports Management, or related field from an accredited college or university
2. Valid driver’s license
3. Interest in pursuing a master’s degree in Recreation, Sports Management, Higher Education, or related field preferred
4. Challenge course facilitation experience preferred
5. AORE and/or ACCT membership preferred
6. Wilderness First Responder (WFR) preferred

Thank you for your interest in being a graduate assistant in the Department of Recreational Sports at the University of Georgia. Please make sure that you submit your application and corresponding materials via our online application form. Thanks and Go Dawgs!

Please be aware that offers for assistantship positions are contingent upon acceptance into the University Graduate School and the specific degree program you are applying for. Varying deadlines exist for all applications and it is the responsibility of the applicant to beware of these and apply accordingly.

Deadline to apply to the Graduate School is July 1, 2017 for domestic applicants to start classes for the Fall 2017 semester. However, specific graduate programs have separate AND earlier deadlines (see below). Applicants MUST be accepted into the Graduate School before they can be accepted into the degree program of their choice. http://grad.uga.edu/

Common graduate programs that other Rec Sports graduate assistants have been enrolled in:

- Foods and Nutrition in the College of Family and Consumer Science: http://www.fcs.uga.edu/college/ms-programs

- Exercise Science, Sport Management and Policy, or Physical Education in the Department of Kinesiology: http://www.coe.uga.edu/academics/degrees/ms/kinesiology

- Higher Education Administration in the Institute for Higher Education: http://ihe.uga.edu/graduate-programs/med

- Master of Public Health in the College of Public Health: http://www.publichealth.uga.edu/academics/mph

There are many graduate degree programs offered at the University of Georgia. If you have questions, please feel free to contact us at recsports@uga.edu.