Georgia State University

Job Specification

Job Title: Coordinator, Outdoor Recreation

BCAT Code: 09JX15
Pay Grade: G15

Effective Date: June 25, 2013
Revision Date: July 1, 2013

General Description
Coordinates recreational programs completed in the classroom and field as well as experiential education through outdoor opportunities, such as recreational trips, outdoor equipment rental, indoor wall climbing, and the Challenge Program ropes course.

Examples of Duties
- Develops a semester schedule for day, weekend, and extended break trips.
- Manages contracts and agreements with trip vendors.
- Hires, trains, supports and evaluates 30 to 40 volunteers and paid staff.
- Develops promotional materials.
- Manages the budget and equipment inventory.
- Supervises and manages the outdoor equipment rental program.
- Schedules and organizes all outdoor recreational programs.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of program development and implementation practices and procedures.
- Knowledge of word processing, spreadsheets, and database programs.
- Ability to work independently.
- Ability to supervise and direct the work of others.
- Ability to develop effective marketing strategies and techniques.
- Ability to communicate effectively both verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree in Recreation Administration, Sports Management, Outdoor Recreation or related field and three years of related experience; or a combination of education and related experience. Experience in Trip Leader and outdoor activity skills, Facilitator training for Challenge Program, preferred. CPR and Wilderness First Responder certifications required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.