



Coordinator I - Outdoor Recreation

Definition and Purpose

Under the direct supervision of the Director - Recreational Sports Programs and Services, the Coordinator I - Outdoor Recreation oversees all aspects of the ASI Poly Escapes Outdoor Recreation Program, including the ASI Poly Escapes Climbing Park, an outdoor rock climbing facility; the ASI Poly Escapes Rental Center, a fully equipped outdoor rental storefront; and the ASI Poly Escapes Trips Program, a dynamic, student-led initiative that facilitates outdoor experiences from local day trips to extended backcountry excursions. Additionally, the Coordinator is responsible for broad program oversight, including marketing, personnel management, budgeting, and assessment, to support the continued growth and success of ASI's outdoor recreation offerings. Certain non-specialized Coordinator duties and assignments are fluid and are periodically reviewed and revised based on program philosophy, professional development, and staff needs.

Additionally, all ASI employees are responsible for upholding the core values of the organization including but not limited to exhibiting professional behavior, acting as a role model to others, displaying a positive and cooperative attitude, communicating effectively, developing expert knowledge in area of specialization, and working together as a team.

Education Requirements and Qualifying Experiences

Educational/License/Credential Requirements

- Graduation from a four-year college or university (8 years applicable experience may be substituted for educational requirement).
- Wilderness First Aid and CPR certification are required within 60 days of employment.

Experience Requirements

- Minimum three (3) years' experience, five (5) years preferred that demonstrates the ability to perform the essential functions of the job.
- Minimum two (2) years' experience coordinating outdoor recreational trips and managing outdoor program safety and risk management protocols.
- Experience in budgeting and fiscal management.
- Supervisory experience required.

Knowledge/Skill Requirements

- Working knowledge of correct English grammar, spelling, and punctuation.
- General knowledge of office methods, equipment, procedures, and practices.
- Knowledge of Windows-based computer systems.
- Ability to effectively communicate both orally and written; strong public speaking ability.
- Demonstrated skills in group supervision/leadership.
- Ability to gather and analyze complex data and situations in order to draw valid conclusions and make appropriate recommendations.
- Excellent organizational skills and the ability to coordinate multiple projects and meet deadlines.
- Working knowledge of outdoor industry safety standards and procedures.
- Working knowledge and understanding of financial record-keeping methods, procedures, and practice.
- Ability to gather and analyze data in order to draw valid conclusions and make appropriate recommendations.
- Demonstrated skills in traditional and artificial rock wall climbing methods, procedures, facility operations, instruction and risk management.
- General knowledge of the type of equipment and gear used in outdoor activities and how to maintain, repair and inventory equipment and gear.
- General knowledge of one or more of the following activities preferred: surfing, rock climbing, backpacking, camping, winter camping, and ocean kayaking.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere.
- Ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds, specific needs, or limitations.

Supervisory Responsibilities

- Directly supervise Student Manager – Poly Escapes and Trip Leaders
- Oversee supervision of Trip Leaders, Frontline Service Student Assistants, Climbing Park Supervisors, and Office Student Assistant.
- Recruit, hire, onboard, train, and offboard approximately 20-30 student staff members, ensuring a well-prepared and high-performing team.
- Facilitate meetings, conduct performance evaluations, establish goals, and monitor day-to-day operations.

Essential Duties and Responsibilities

Outdoor Recreation Program and Climbing Park

- Attend leadership team meetings and workshops for overall planning of the Outdoor Recreation Program.
- Serve as a resource in all aspects of program planning; including implementation and evaluation of all recreation adventure trips, wilderness medicine offerings, climbing park courses and events, and equipment rental processes.
- Lead and instruct trips, courses, workshops, and seminars in diverse outdoor skills. Train and mentor student trip leaders in all aspects of outdoor recreation, ensuring they obtain all required certifications. Develop, implement, and attend program meetings, retreats, trips, and workshops for staff training and development.
- Develop and implement team building opportunities for campus groups.
- Ensure program compliance with all applicable state and federal wild land use laws
- Purchase inventory for, and maintain Rental Center and Climbing Park equipment
- Work with ASI maintenance staff as well as university trades staff to ensure that the Climbing Park is maintained to a high level
- Arrange bi-annual climbing park safety inspections with an accredited company able to conduct inspections
- Develop and implement safety policies, procedures, and protocols for Climbing Park operations
- Collaborate with campus partners to provide programs that promote health and wellbeing to students.

General Duties

- Respond directly to participant/customer concerns and problems.
- Develop, analyze, and implement policies and procedures for Trips Program, Rental Center, and the Climbing Park.
- Develop and implement marketing campaigns to the Cal Poly campus community.
- Oversee the annual planning of the Poly Escapes budget: Outdoor Trips, Rental Center, and Climbing Park. Monitor actual income and expenditures to meet budget targets.

Assessment

- Develop and execute assessment of programs and/or services for areas of responsibility including but not limited to: setting and implementing goals, evaluating outcomes and ongoing enhancement.
- Evaluate and assess frequency of use and quality of service.
- Participate in the overall ASI assessment planning and goal setting.

Diversity and Inclusion

- Recommend and support practices intended to eliminate racial, gender, or any other form of bias in processes, policies, and procedures.
- Demonstrate awareness of one's own biases, comfort levels, and various aspects of diversity, equity, and inclusion (DEI).
- Demonstrate effort to understand each person's individual and collective role in creating inclusive environments.
- Commit to continuous learning/improvement in DEI and cultural competence.
- Work with director to review department's policies, procedures, & practices related to DEI and participate in addressing barriers identified.

Other Duties and Responsibilities

- Participate on the Recreational Sports management team and coordinator team.
- Prepare annual budget projections for all areas of responsibility.
- Represent ASI on committees as appropriate.
- Ensure continuous professional development.

- The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in ASI policy as a condition of their employment.
- Other duties as assigned.

Salary Schedule

- Annual Starting Salary: \$78,139.31
- Annual Pay Range: \$78,139.31 - \$125,022.90
- Premium Overtime: No
- Shift Differential: No
- Exempt

Background Check

This position is subject to a background check (including criminal records) as well as National Address Locator (Social Security Number [SSN] Trace), 7-year County Criminal Search in each county and/or state the applicant lived in based on the SSN Trace, National Criminal Database Search, Name Search, Employment Verification (All employers in past 7 years) and Education Verification (Highest Degree). Credit Reports, Motor Vehicle Record Check and Professional License Verification may also be required based upon the essential functions of the position.

Benefits

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long Term Disability Insurance
- Public Employees' Retirement System (CalPERS)
- Social Security (FICA)
- Paid State Holidays
- Vacation Time
- Sick Leave
- Personal Holiday
- Birthday Holiday
- Worker's Compensation Insurance
- Unemployment Insurance

Date of Last Equity Review: 01/01/2022

Date revised: 2/10/2025

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