POSITION ANNOUNCEMENT

TITLE: Coordinator for Adventure Programs

POSITION DESCRIPTION: Full-time professional exempt staff position with full benefits. The Coordinator of Adventure Programs has major responsibility for managing the campus bike shop, the bike rental program, managing the adventure program service desk, and assisting with administration of the adventure trips program. Specific responsibilities include: hiring, training, and supervising student bike mechanics and service desk staff; maintaining bike shop and outdoor equipment inventory; organizing weekly adventure education clinics; and assisting with trips and adventure program special events, including serving as professional “on call” for assigned weekend trips. Some evening and weekend work is required.

QUALIFICATIONS: Candidates must have, as a minimum: a Bachelor’s degree, proficiency in bike shop maintenance, at least one year of experience supervising others, strong communication and customer service skills, some experience participating in wilderness activities (e.g. rock climbing, backpacking, mountain biking, kayaking). Preferred: a Master’s degree, experience supervising college student personnel, experience using CSI software, current Wilderness First Responder certification, some experience organizing or leading outdoor trips.

START DATE: July 15, 2014, preferred.

SALARY: Commensurate with education and experience, the range starts at $45,000.

BENEFITS: 22 days annual leave, 14 paid holidays, 3 days personal leave, 15 days sick leave; University contributions to health insurance and retirement plans; tuition remission.

APPLICATION PROCEDURE: Apply for this position by going ejobs.umd.edu, selecting the position (#120043), and completing the application form. Attach a letter of application, current résumé, and the names and current phone numbers of three professional references (one must be, or have been, an immediate workplace supervisor).

APPLICATION DEADLINE: For best consideration, May 31, 2014. Applications will be accepted until the position is filled.

FOR MORE INFORMATION: Call 301-226-4400 or visit www.crs.umd.edu.

The University of Maryland is an especially diverse community of 45,000. The Campus Recreation Services Department shares a strong institutional commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people, including women, ethnic minorities, and individuals with disabilities. (AA/EOE)