

Job Title: OLP/COR Operations Coordinator

Openings: 1

Department: Outdoor Leadership Program / COR Expeditions

Pay: \$12/hr + benefits

Reports to: Ms. Kristin Anderson

Start Date: 9/1/20

Work Schedule: 40 hours/wk, schedule will vary. The majority of work will be done from 8:30am – 5:30pm, but some evening and weekend shifts should be expected.

Position Summary: The Operations Coordinator will have two primary main job responsibilities: (1) Manage “gearage” (~60%) – maintain OLP gearage; (2) Assist with general operations of WCC OLP & COR Expeditions (40%).

Essential Functions/Primary Job Responsibilities:

1. “Gearage” Manager (60%)
 - a. Maintain a clean and organized equipment center: OLP/COR “gearage,” COR office (lobby, climbing closet, laundry room, first aid area), and boathouse storage units.
 - b. Develop and maintain systems/records for gear inventory, repair, replacement, and organization.
 - c. Plan and pack gear for trips. Work with WCC trip leaders & COR staff to create gear manifest, “throw” gear for trips, and coordinate gear pack with leaders/instructors.
 - d. Provide backcountry food for all trips. Work with WCC & COR staff to create menus, order food in a timely manner, manage food budget, coordinate food packing, and accommodate for special dietary needs.
 - e. Coordinate de-issue for OLP and COR trips.
 - f. Coordinate and mentor WCC OLP Logistics Staff and Interns by coordinating tasks and schedules with Assistant Director.
 - g. Coordinate rentals of outdoor clothing and equipment to WCC students, staff, and faculty.
 - h. Coordinate climbing wall (hours, regulations, route setting, etc.)
2. General Operations Support (40%)
 - a. Coordinate & track gear orders with Assistant Director. This includes researching products, obtaining quotes/pricing, ordering, receiving, etc.
 - b. Work with Director, Assistant Director and Facilities Manager Mike Sheehan to coordinate course transportation needs.
 - c. Work with COR Admin Assistant & Course Directors to support COR course needs.
 - d. Provide evacuation support as needed.
 - e. Provide off-site logistical and/or basecamp support as needed by driving back and forth to Denver, Salt Lake City, COR Ranch or other course areas (such as Moab, UT).
 - f. Provide direct support to Director & Assistant Director with special projects including, but not limited to: marketing, donor relations, shipping/receiving, etc.
 - g. Other duties as needed.

Minimum Job Requirements:*Education/Experience:*

- Significant wilderness trip leading experience.
- Wilderness First Responder Certification.
- Over 21 years of age
- Current driver's license & clean driving record.

Specific Skills/Specialized Knowledge:

- Familiarity with basic procedures of the outdoor program such as backcountry menus and gear repair, as well as willingness, desire, and ability to learn more.
- Proven skills with organization, attention to detail, and problem-solving.
- Proven reliability, and ability to maintain confidentiality when necessary
- Strong interpersonal and communication skills.
- Ability to work collaboratively as well as independently.
- Ability to professionally represent the goals of WCC, the OLP, and COR to a wide audience.
- Ability to maintain a strong work ethic and positive attitude.

Special Working Conditions:

1. This will be a highly active position with wide variety of tasks and responsibilities.
2. May occasionally work in unheated storage unit.
3. Work may sometimes require heavy lifting (>50 lbs) while moving equipment.

Level of Supervision Received/Given:

1. Must be a self-starter able to be productive with limited supervision;
2. Must be able to take initiative to address needs as they arise without specific directions;
3. Must be willing and able to work with others in various roles, from accomplishing set tasks from program directors to mentoring student work-study staff by coordinating schedules, tasks, and providing needed training and/or supervision.

To Apply:

To apply, please complete WCC Job Application and send cover letter and resume to Kristin Anderson at kanderson@wyomingcatholic.edu. Applicants should be prepared to commit to at least one year in the position, through the next summer of courses.