



WYOMING CATHOLIC COLLEGE
SUMMER JOB DESCRIPTION
Summer Intern



Job Title: OLP/COR Summer Intern

Department: Outdoor Leadership Program & COR Expeditions

Reports to: Dr. Thomas Zimmer & Ms. Kristin Anderson

Compensation: Room & Board, Free WFR Certification, & 1 COR Expeditions Course

Number of Openings: 2

Work Schedule: 40 hours/week or more; schedule will vary. Weekend, early morning, and evening hours should be expected.

Position Summary: Provides logistical support for the summer programs of the Wyoming Catholic College Outdoor Leadership Program and COR Expeditions.

Essential Functions/Primary Job Responsibilities:

1. Assist with the management of all WCC and COR backcountry gear. This includes inventory, maintenance, allocating specific gear to each trip, ordering gear as needed, and packing gear for trips. Help with maintaining order, organization, and cleanliness in the OLP gear storage areas, including St. Joseph's gearage and the storage units.
2. Assist with the provision of backcountry food for all WCC and COR summer programs. This may include working with WCC staff to order food in a timely manner, managing a food budget, coordinating food packing, and accommodating special dietary needs for participants.
3. Driving students from airport to course destinations and back; serving as professional COR representative when greeting students for the first time.
4. General assistance to the Director and Assistant Director of the Outdoor Program as well as other OLP and COR Expeditions staff.
5. Assist with general operations of the COR Ranch by answering questions from guests and coordinating activities. Additional logistical, food service, ranch/Lander office liaison, and janitorial support may also be required.
6. Provide specific assistance to the PEAK high school programs in June and July, including coordinating outdoor activities, providing food and gear, and assisting PEAK staff with any outdoor-related aspects of the program.
7. Assist with WCC's Wilderness First Responder course. Intern(s) may attend the training and earn the certification for free. They will also be expected to help the instructors with procuring needed gear before the course and setting up as needed.
8. Provide logistical support for the Freshman 21 Day Trip in August, including but not limited to: ordering, packing, and throwing food for the trip; coordinating re-rations; supporting instructors; and assisting with de-issue after the course.



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Minimum Job Requirements:

Education/Experience:

- Experience working with the college's outdoor program or a similar outdoor program.
- Must have good interpersonal and communication skills, organization, attention to detail, creativity, and reliability.
- Ability to maintain confidentiality a must when working with sensitive information.
- Must be self-motivated and able to maintain a challenging schedule.

Specific Skills/Specialized Knowledge:

- Familiarity with basic procedures of the outdoor program, including backcountry menus and gear repair, as well as willingness and ability to learn more.
- Strong communication needed with supervisors and co-workers as well as other college staff, course participants, incoming freshmen, and parents.
- Ability to work collaboratively with others as well as independently.
- Willingness and ability to professionally represent the goals of WCC, the outdoor program, and COR to a wide audience.
- Ability to maintain a strong work ethic and positive attitude with a challenging schedule.
- Must have a current driver's license and clean driving record.

Special Working Conditions: This will be a highly active position with wide variety of tasks and responsibilities. May occasionally require working in a hot storage unit and may require heavy lifting (>50 lbs) while moving equipment.

Level of Supervision Received/Given: Moderate – some projects will have a high level of supervision while other tasks will have little to none.

1. Must be a self-starter in terms of working from a list of tasks with limited supervision;
2. Able to take initiative to address needs as they arise without specific directions;
3. Willing to work with others to accomplish selected tasks in managing the equipment center.

To Apply: Send cover letter, resume, WCC job application, and the names and contact information for three professional references (at least one immediate workplace supervisor preferred) to kanderson@wyomingcatholic.edu.

Application Deadline: Applications will be accepted on a rolling basis until position is filled. Preference given to applications received by Dec 1.

For More Information: Contact Kristin Anderson at 307-335-4422 or email kanderson@wyomingcatholic.edu.