Student Job Description

Title: Student Recreation/Activities Coordinator
Job Code: 9609

General Description:
• Involves working closely with USM students, faculty and staff, as well as Greater Portland Community businesses that may be involved in outdoor/indoor recreational programs.
• Provides information regarding outdoor/indoor recreational skills and equipment.
• Leads overnight trips (specifically with outdoor recreation).
• Researches/creates/organizes/implements of recreational/educational programs within the Greater Portland community and surrounding areas to include staff trainings, pre trip trainings, purchasing and inspection of equipment
• Maintaining logs
• Checking of equipment and reporting any shortages or needed repairs

Required Knowledge/Skills:
• Needs minimal direct supervision, must have initiative, be dependable, responsible, possess excellent interpersonal skills
• Ability to assertively confront people and situations
• Experience planning and leading groups in outdoor or indoor educational settings is required. Certified Maine State Guide, Wilderness Survival training or equivalent certification necessary for outdoor supervisor
• Valid Driver's License as well as van driver certification training provided needed for transportation of students on outdoor recreational trips
* Mandatory training will be held at the start of each semester. CPR & First Aid certification required.