

2024 - POSITION DESCRIPTION

Job Title: Supervisor, Outdoor Adventures and Rental Center
Department: Spartan Recreation
Supervisor: Sr. Manager, Competitive Sports & Outdoor Adventures
Location: Spartan Recreation and Aquatic Center (SRAC)
Classification Title: Full-time
FLSA Status: Exempt
Grade: 5
Compensation: \$66,560 – \$87,711

The Student Union, Inc. is 501(c)(3) nonprofit auxiliary that maintains three major facilities at San José State University in downtown San José, California. These facilities include the Diaz Compean Student Union Building, the Provident Credit Union Event Center, and the Spartan Recreation and Aquatic Center. The Student Union, Inc. functions as part of the Student Affairs Division on campus, and is governed by a Board of Directors made up of a student majority, faculty, and administrators.

Mission

The Student Union, Inc. of San Jose State University supports the development, growth, and well-being of students and the campus community by providing diverse programs, desired services, and quality facilities to enhance the collegiate experience.

Job Summary

The Outdoor Adventures and Rental Center Supervisor is responsible for the programs and services of Outdoor Adventure programs and Outdoor Rental Center operations. Other responsibilities include, but are not limited to: delivering excellent customer service, ensuring appropriate coverage of programs and staffed areas during operating hours, and supervision (hire, train, develop, and review) of assigned employees. The position reports to, and receives general supervision and direction from the Sr. Manager, Competitive Sports and Outdoor Adventures.

Essential Functions and Tasks

- Provide direction and oversight of Outdoor Adventure programs and services: Outdoor Adventures programming includes trips, trip leader training, events, workshops, and maintenance of trip equipment; and Rental Center area programming includes training, workshops, events, and maintenance of rental equipment.
- Hires, trains, schedules and supervises student staff to include student assistants working as Outdoor Adventures trip leaders and Rental Center Assistants.
- Process payroll and related personnel matters for all staff in a timely manner.
- Develops, maintains, and is fiscally responsible for the Outdoor Recreation and Rental Center Program budgets.
- Develops emergency procedures, safety practices, and risk management procedures designed for high risk outdoor and indoor activities, travel, and maintenance of equipment with inventory for security and safety according to industry standards.

- Develops and maintains collaborative relationships with the following: Department of Kinesiology, Facilities Services, Student Life and Leadership, Associated Students and other departments as appropriate.
- Partner with SUI Marketing department to support the promotion of Spartan Recreation and its programs.
- Partner with SUI to facilitate an inclusive environment that inspires innovation and effective student development.
- Partner with SUI Student Success and Assessment team to ensure learning outcomes are developed and assessed annually for the student staff.
- Assist Spartan Recreation and Student Union, Inc. team members in supporting special event programs, as needed.
- Perform additional duties as assigned.

Knowledge, Skills and Abilities (KSAs)

- Demonstrated experience in administering comprehensive outdoor recreation programs, direct management of goals, facilitating change, and creating innovative programs.
- Demonstrated supervisory or management experience including selecting, training, coordinating, evaluating, and supervising Student Assistants.
- Demonstrated experience in training of outdoor trip leaders.
- Knowledge of personnel management, budgeting, and facilities management.
- Strong organizational skills and ability to coordinate, organize and prioritize projects with attention to detail, and to compile, prepare, write, and review reports.
- Strong service orientation, program management, sound judgment and decision-making, critical thinking, develop original ideas, creative problem-solving skills in a varied and challenging environment.
- Demonstrated leadership and interpersonal skills and the ability to work effectively across the organization, internally and externally.
- Knowledge of outdoor trip program safety standards, procedures, and protocols.
- Requires strong verbal and written communication skills.
- Experience in computer applications such as: Google Suite (Gmail, Docs, Slides, Sheets, Forms, etc.) Microsoft Office (Word, Excel, PowerPoint, etc.).

Physical Demands and Work Environment

- The position works in a wide variety of environments including both a typical office as well as an outdoors and indoor facility program-oriented environment.
- The physical demands of this position are described below
 - Sitting, walking, twisting, bending, climbing, pulling, pushing, squatting, crawling, kneeling, balancing, reaching, and coordination (eye, hand, foot).
 - Fall (Slip, Trip) Conditions that result in falls (impacts) from height or traditional walking and playing surfaces.
 - Lifting and Carrying, often 10-25lbs, frequently 26-50lbs, occasionally 50-75 lbs.
 - Hearing and speaking to exchange information in person or on the telephone
 - Dexterity of hands, fingers, and wrist to operate a computer keyboard and calculator
- In general, the position works a schedule based on business needs 9 a.m. - 5 p.m., Monday - Friday, may work evenings, weekends and holidays as required.

Minimum Qualifications

- Bachelor's degree in Outdoor Recreation, Educational Leadership or a related field or equivalent combination of education and/or work experience.
- Two (2) years of demonstrated experience working in the outdoor recreation field and/or outdoor recreation programming industry.
- Current First Aid/CPR/AED certification; American Red Cross preferred.
- Current Wilderness First Responder (WFR) certification.

Preferred Qualifications

- Master's degree in Outdoor Recreation, Educational Leadership or related field of study.
- 3-4 years of full time supervisory and management experience working in a collegiate recreational setting.
- Demonstrated experience in large student recreation centers, student unions, student activities, and residence life or student development providing oversight for campus fitness programs.
- Experience in a large, non-profit corporation.
- Involvement in professional societies and organizations.

Benefits

This position is employed through Student Union at San Jose State University which offers an excellent benefits package including Medical, Dental & Vision insurance (fully paid on selected packages by the company for the employee and dependents), Life and Supplemental Insurance, Vacation, Sick Leave, paid Holidays, 403(b) retirement program, tuition reimbursement, employee development opportunities and more.

Post Employment Benefits: The Student Union, Inc. provides lifetime retiree medical and dental coverage to eligible employees and their dependents who retire at the age of 55 and have 5 or more years of employment with the Student Union, Inc.

Equal Opportunity/Affirmative Action

The Student Union of San José State University (SJSU) is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, genetic information, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, or protected veteran status consistent with applicable federal and state laws. This policy applies to all SJSU students, faculty and staff programs and activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus).

Reasonable accommodations will be provided for applicants with disabilities who self- disclose.

Background Check and Fingerprinting

Student Union employees are required to undergo and complete a successful background check that includes verification of employment and education, as well as a check of criminal records for employment. Candidates for positions where the employee will come in regular contact with minors and cash management will be required to be fingerprinted. This policy includes emergency hires and may also be applicable to volunteers depending on the work they will be doing.

In some cases, the background check will include a credit check and/or a Department of Motor Vehicles check, as well as a check of licenses and certificates when applicable. All background checks are conducted through the Student Union third-party vendor, Accurate Background

California State University (CSU) Learning & Development

- Within the first month, all new employees are required to complete the following compliance online training sessions through CSU Learn, the University's employee training platform. Employees will be enrolled in the training soon after their appointment is processed and will be notified via email from CSULearn@sjsu.edu.
 - i. Injury and Illness Prevention Program
 - ii. Discrimination and Harassment for Supervisors/Non-Supervisors
 - iii. Gender Equity and Title IX Prevention Program (Title IX)
 - iv. Data Security and FERPA
 - v. Mandated Reporters of Child Abuse

California Child Abuse and Neglect Reporting Act

All Student Union at San Jose State University employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.