

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Coordinator of the Outdoor Leadership Program

DEPARTMENT: Student Services

REPORTS TO: Vice President of Student Services

SUPERVISES: N/A

FLSA: Exempt X Non-Exempt _____

DOCUMENT STATUS: New/Date: 3/7/2023 **Revision #:** 1 **Date:** 11/10/2023

SALARY: \$35,000.00 - \$40,000.00 / year

Excellent benefit package including retirement and health insurance is available.

SICK LEAVE: 10 hours/month **ANNUAL LEAVE:** 15 hours/month

TRAVEL: Travel to and from our Rangely Campus and other locations maybe required

COLLEGE-WIDE X **CAMPUS:** X **RANGELY** **CRAIG**

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success by preparing students for local and global citizenship, anticipating and responding to the needs of surrounding communities, and contributing to evolving regional economic developments. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, the National Park Service Academy and a Paleontology Plan of Study. We also offer great opportunities for students in our Automotive Technology, Cosmetology, Cybersecurity, Dental Hygiene, and Nursing programs. The college provides AA, AS, and AAS degree programs, along with certificate programs for students to have excellent choices for their career plans.

GENERAL SUMMARY:

Coordinate program activities and lead outdoor skills and safety activities that lead to non-credit student experiences, community enrichment and potential for-credit electives Develop students' leadership skills using outdoor challenges as the setting. Develop students' respect for and stewardship of our natural resources. Serve as the CNCC Vision Challenge Activities Coordinator, including developing New Student Orientation Activities on the Challenge Activities. Manage the institution's outdoor recreation equipment and collaborate with faculty, staff and the Student Activities Department to enhance place-based education and high levels of student engagement. The ideal candidate will be an outdoor recreation visionary capable of creating and overseeing programs in a wide variety of outdoor settings including the facilitation of CNCC's paleontology program.

PRIMARY DUTIES:

1. Become familiar with the community college philosophy and the policies/procedures of CNCC.
2. Keep informed of current educational trends, both in general and in one's own specific field.
3. Understand the student group being served and work toward improving student's skills.
4. Lead a variety of Outdoor Recreation activities, outdoor skills activities and Challenge Activities in a credit, non-credit, and student enrichment capacity.

5. Meet all scheduled activities and be fully prepared for each class meeting.
6. Work to align outdoor rec programming with classroom instruction, and student services activities.
7. Coordinate CNCC Vision Challenge Activities including scheduling sessions for both internal and external constituencies, designing curriculum based on participant goals, hiring facilitators, coordinating set up and break down of the activities, and maintaining inventory of equipment.
8. Coordinate with external trainers, CNCC housing staff and on-campus food service to utilize CNCC's Challenge Activities as a training facility and offer summer training sessions.
9. Maintain and ensure safety of all outdoor rec equipment.
10. Participate in New Student Orientation planning session and serve as the Challenge Activities Leader for new Student Orientation.
11. Work closely with Student Activities and CNCC faculty and staff to help organize outdoor recreational opportunities for students and to coordinate use of outdoor recreation equipment.
12. Actively serve on College committees as necessary.
13. Accept assignments on weekends, in evening programs, occupational programs, and student-life activities when appropriate.
14. Participate in community and K-12 outreach.
15. Work with appropriate 3rd party organizations.
16. Perform other duties as assigned by the Vice President of Student Services.

ESSENTIAL SKILLS, ABILITIES & KNOWLEDGE:

- Knowledge and experience in various outdoor activities such as swift water rafting, rock climbing, ice climbing, caving, mountaineering, backpacking, etc.
- Ability to lead activities or secure training to lead activities leading to certifications in outdoor skills areas (i.e., Wilderness First Responder, Swift Water Rafting Tech I, SCUBA, Challenge Activities Maintenance, Leave No Trace, Outdoor Safety etc.)
- Knowledge in the maintenance and use of a variety of outdoor recreation equipment.

ESSENTIAL EDUCATION/QUALIFICATIONS:

1. **Education and Training:** Associate's Degree from accredited college or university in reasonably related field
2. **Licensure/Certification:** Driver's License
3. **Equipment Skills:** Computer Skills, Data Entry skills, Multi-line phone
5. **Other Qualifications:**
 - Microsoft Office (Word, Excel, PowerPoint)
 - Outlook mail
 - Verbal and written communication skills
 - Excellent interpersonal skills both in person and on the phone with a positive and professional demeanor
 - Time management skills
 - Multi-tasking

PREFERRED QUALIFICATIONS:

1. **Education and Training:** Bachelor's degree from an accredited college or university in a related field
2. Certifications to lead outdoor skills activities.
3. **Equipment/Software Skills:** BANNER, BDM

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume, and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Jennifer Rea, Associate Director of Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Vice President of Student Services, as its ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures.

If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or jennifer.rea@cnc.edu and for questions regarding ADA/Section 504/Title II please contact Brett Caskey at 970-675-3213 or brett.caskey@cnc.edu. Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Executive Director of Human Resources, at 970.675.3235 or angela.miller@cnc.edu. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Title IX/EO Coordinator

Name: Jennifer Rea
Address: 500 Kennedy Drive, Rangely, CO 81648
Phone: 970.675.3229

Deputy Title IX Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

Deputy EO Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

ADA/Section 504/Title II Coordinator

Name: Brett Caskey
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3213

ESSENTIAL FUNCTIONS

In an 4 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking				X		
Ability to be Mobile					X	
Crouching (bend at knees)				X		
Kneeling/Crawling				X		
Stooping (bend at waist)				X		
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing			X			
Balancing				X		
Reaching Overhead				X		
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements					x	
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)			X			
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles			X			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____