



Spider Outdoor Adventure Recreation Development Application

What is the *Spider Outdoor Adventure Recreation Development (SOARD) Program*?

The *SOARD* program is designed to empower students to become leaders in the University of Richmond Outdoor Adventure and Recreation (OAR) Program. Through *SOARD*, students will be given opportunities to learn a variety of outdoor and leadership skills. These skills include Adventure Risk Management, Outdoor Living, Group Management skills, Trip Planning Logistics, Teaching Techniques, Wilderness Medicine Certification, and many more.

The ideal candidate should be committed to developing their leadership skills and sharing the outdoors with others. If your application is accepted for the *SOARD* program, you will be hired as an OAR Assistant, and upon successful completion of the program, students may be offered a job as a Trip Leader, working for the University of Richmond, Outdoor Adventure and Recreation Program.

Program Requirements

- Four overnight trips during the course of the year. These trips are required and you should not apply to this program if you cannot make the trip dates.
- Students must be able to become University-approved drivers, meaning they will have held a valid driver's license for a minimum of three years with a clean driving record.
- In order to participate in *SOARD*, students are required at least one full year on-campus to work as Trip Leaders. If you plan to travel abroad, take this one year on-campus requirement into account.
- Early return Fall 2020 preferred for the ability to lead Pre-Orientation trips

Important Dates

Applications open **September 2nd** and close **October 1st**

Interviews will be conducted **October 7th- 11th**

*First Group Meeting/ Overnight Trip – **October 26th- 27th**

*Overnight Trip (Backpacking) – **January 25th - 26th**

*Overnight Trip (Bike Packing) – **February 22nd - 23rd**

*Overnight Trip (Kayaking) – **March 28th - 29th**

*Expect training trips to last ALL DAY.

*Accepted students should anticipate a minimum of 3 hours preparation time in the weeks leading to the trip they are selected to lead.

Compensation:

In addition to the numerous learning outcomes and professional development, OAR will provide full or partial funding for the Wilderness First Aid (WFA) certification required for completion of *SOARD* program. WFA certification is not compensated hourly as the certification is subsidized. During *SOARD*, each future trip leader will be compensated hourly for leading one training trip.

How to Apply:

Please reference the OAR Trip Leader job description, complete the attached Health and Wellbeing Student Employee Application for the OAR Assistant position, and answer the supplementary questions below. Once completed, please submit application to Lee Donlon, Manager of Adventure and Leadership at the Weinstein Center for Recreation.



Questions (please type your answers on a separate sheet of paper) -

1. Please explain your motivation for engaging in this training program.
2. Describe a time you were in a leadership position and had to handle a difficult situation.
3. Describe an outdoor experience you have had that impacted you in a significant way.
4. SOARD is a serious commitment that requires dedicated learning time. How do you currently budget your time and how would being in this program affect your current work load?
5. Do you plan to study abroad a semester? If so, when?
6. Can you meet the University of Richmond Approved Driver requirements? If not, when was your license issued and when will you meet the three year driving experience requirement?
7. Every outdoor trip is made special by those who lead it: our individual quirks are what make student trips memorable. Please describe one way you would add unique flair to trips you may lead.
8. What are some questions you have pertaining to this application and the *SOARD* Program?

Thank you for your interest in the Spider Outdoor Adventure Recreation Development program! If you have any questions, please feel free to email Lee Donlon Manager of Adventure and Leadership ldonlon@richmond.edu or call 804-289-8449

**UNIVERSITY OF RICHMOND
STUDENT EMPLOYMENT
JOB DESCRIPTION**

JOB TITLE: Outdoor Adventure and Recreation (OAR) Trip Leader

DEPARTMENT: University Recreation

ADDRESS: Weinstein Center for Recreation TELEPHONE: 289-8449

SUPERVISOR: Manager - Adventure & Leadership

JOB SUMMARY: The Outdoor Adventure and Recreation (OAR) Trip Leader is responsible for assisting with the coordination and execution of OAR trip programming. This includes trip planning, facilitation, and practicing risk management to ensure participant well-being in a variety of environments.

SPECIFIC DUTIES:

1. Attend and participate in Spider Outdoor Adventure Recreation Development (SOARD) program and other departmental employee training programs
2. Plan, coordinate, and organize trips by referencing trip registration, collecting participant medical and waiver forms, meal planning, vehicle reservation, and communicating with participants via email
3. Facilitate and lead groups of 3-20 on a variety of outdoor activities in different environments
4. Serve as a first responder in the event of an emergency
5. Educate participants on proper outdoor etiquette and risk management skills
6. Display competency and leadership skills while ensuring the safety and well-being of participants throughout the trip process
7. In addition trip specific duties, trip leaders may also assist with other aspects of the OAR program including gear rental, maintenance, storage, etc.

QUALIFICATIONS:

- Student currently enrolled at University of Richmond
- Demonstrated knowledge and experience in outdoor instruction and risk management
- Able to work a flexible schedule including some weekends, evenings, and holidays/breaks
- Competency and experience in the OAR Assistant position

REQUIRED TRAININGS UPON EMPLOYMENT:

- Completion of Semester long Spider Outdoor Adventure Recreation Development (SOARD) program
- Wilderness First Aid Certification required to be approved for independent trip leading
- Current CPR/AED certification required within 30 days of employment. Certification required before approved to work independently outside of the Weinstein Center for Recreation.
- Must maintain current driver's license, become approved as a university driver (requires 3 year driving history), an OAR approved trailer driver, and feel comfortable driving a 12-passenger van. All required for independent trip leading

For Student Employment Office Use Only

Wage Rate: Level III

Index: 3602



Health & Well-being

Health and Well-being Student Employee Application

Thank you for your interest in working with the Health and Well-being Unit. Please complete this employment application.

We are now accepting applications. You will receive an email confirmation upon submission of this form. Submission of this application does not guarantee an invitation to interview. The hiring managers will contact you to discuss your application and/or to schedule an interview.

*Federal Work Study (FWS) applicants are given first priority in the hiring process. If you have indicated that you have FWS and that is not the case, we reserve the right to not employ you. If hired based on FWS status and you lose FWS, we may not be able to continue your employment with our department.

Applicant Information

First Name

Last Name

Email Address

Phone Number

Date of Birth

UR ID#

Home Address

City

State

Zip Code

Class Standing

Anticipated Graduation Date

Referred by:

Emergency Contact – Name and Phone Number

*Have you been awarded Federal Work Study this academic year?

Application for:	Yes
Spring	No
Summer	I don't know
Fall	

Employment History

Have you been previously employed by the Health and Well-being Unit?

Yes
No

If "Yes," what position(s) did you hold and when?

Have you been previously employed on campus?"

Yes
No

International	Student
Student	Athlete
Yes	Yes
No	No

Current certifications held. Please check all that apply.

- Adult CPR/AED
- First Aid
- Lifeguard
- Fitness Instructor
- Personal Training
- Officials
- Please list other certifications

Position Desired

Please rank the positions in order of preference. 1 being the most preferred, if you have multiple choices:

University Recreation	1	2	3	4	5
Equipment Monitor					
Facility Rental Assistant					
Fitness Assistant					
Group Ex Instructor					
Lifeguard					
Intramural Assistant					
Intramural Official					
Member Services Assistant					
Outdoor Adventure Assistant					
Outdoor Adventure Trip Leader					
Personal Trainer					
Sport Club Assistant					

Health and Well-being	1	2	3	4	5
Budget Assistant					
Budget Specialist					
Marketing Assistant					
Membership Assistant					
Office Attendant - BC					

Office Attendant - EC					
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Health Promotion	1	2	3	4	5
Health and Wellness Education Assistant					
Sexual Misconduct Education and Prevention Assistant					

Student Health Center	1	2	3	4	5
Office Attendant					
Health Promotion Assistant					



Personal Statement

Why do you want to work for Health & Well-being?

What can you contribute to the Health & Well-being Unit?

What skills or experience make you a strong candidate for the position(s) that interest you?

Please check shirt size: S M L XL 2XL 3XL

Time Available

Please indicate the times you are available to work: Example under the Monday box, 12:00pm-3:00pm.

Sundays

Mondays

Tuesdays

Wednesdays

Thursdays

Fridays

Saturdays

Return to the Employment Coordinator, Jennifer McLeod
(jmcleod@richmond.edu) at the Weinstein Center for Recreation or fax to (804)
484-1553. For additional information, please visit our website
recreation.richmond.edu