

Director of Outings

JOB TITLE: Director of Outings

REPORTS TO: Dean of Students

CLASSIFICATION: Exempt, 75%

Overall vision of the Outings Program

- ◆ Setting direction for the program
- ◆ Development of new aspects as program evolves
- ◆ Working with teachers to integrate experiential education into their classes

Publicizing the Program

- ◆ Publishing the Outings Catalog each semester
- ◆ Maintaining the Outings website at www.ma.org
- ◆ Running the Outings assemblies
- ◆ Recruiting students, faculty and staff for the program

Training and Coordination of the Outings Leaders, as well as other faculty and staff who participate in the program

- ◆ Organizing and facilitating safety meetings to review the Outings Handbook, incident reports, and emergency preparedness plans
- ◆ Coordinating the trips for each semester
- ◆ Maintaining records of certifications for the faculty and staff
- ◆ Encouraging leaders to participate in professional development related to their Outings interests

Maintaining records

- ◆ Keeping a database of the students who sign up for and go on Outings
- ◆ Recording Emergency Preparedness Plans for each trip on the Faculty Server
- ◆ Documenting and publishing a yearly packet of incident reports and near misses

Maintaining Gear

- ◆ Purchasing new gear to replace old
- ◆ Maintaining an inventory of all the gear
- ◆ Assessing retirement of the technical gear
- ◆ Repairing worn or damaged gear

Leading Outings

- ◆ Eight weekend trips per year (day trips count as half a weekend) and Minicourse
- ◆ Lead Senior Wilderness Quest post-graduation

Assisting on Freshman Orientation

- ◆ This includes organizing the gear and maps for the Frosh leaders and assisting on one overnight as needed.