



Outdoor Pursuits Center Leadership Candidate Training and Staff Application

Texas Tech University
Recreational Sports Department
Outdoor Pursuits Center
806.742.2949
www.recsports.ttu.edu

**Informational Meetings:
January 24 & 25 at 6pm
At the OPC**

Application Materials Due: February 1 by 5pm

Thank you for your interest in joining the Outdoor Pursuits Center!

The Outdoor Pursuits Center (OPC) provides the Texas Tech community quality resources and services through a unique leadership development program. With a wide variety of programs and activities, the OPC provides the Tech community with quality resources and services to both enjoy and create outdoor adventure oriented recreational and learning experiences. We rent a variety of camping and backcountry equipment, bicycles, skis and snowboards, manage the Climbing Center located in the Student Recreation Center, and our trips calendar includes white water kayaking, backpacking, rock and ice climbing, mountaineering, caving, canoeing, rafting, canyoneering, and mountain and road biking. All of this is possible, however, due to the dynamic and intensive leadership development program designed to complement students' academic learning. Outdoor Pursuits employees are extremely versatile, and all employees work in the equipment rental shop, at the indoor climbing wall, and in the field leading adventure trips.

Each spring semester the OPC seeks highly motivated students who want to enrich their college experience by increasing their workplace and leadership skill sets. Students who desire to get the most out of their college years and are not afraid of challenging themselves are invited to apply to become a part of this amazing program. Our primary goal is to provide Texas Tech students an opportunity to be significantly challenged in leadership skill development. Through rigorous field based trainings, continuous professional development, and daily workplace responsibilities, this student led program stands apart from any other leadership program or workplace on campus.

The completion of the application materials is your first formal step toward graduating from Texas Tech with the practical leadership experience to compliment your academic degree and give you the edge in the job market. The application and selection process is outlined below.

If you are interested in joining the OPC team, review the application materials provided or on our website, complete the Student Employment Application, answer the supplemental questions, and include a typed cover letter and resume. Return it to the OPC by February 1 at 5pm.

Required Qualifications:

- Current Texas Tech University student
- Must possess a valid and violation free driver's license
- Must be 18 or older
- Must be capable of carrying loads of at least 60lbs over several miles of rough terrain
- Interest in backcountry travel and outdoor activities
- Capable of committing a minimum of two years to the program
- Desire to learn how to teach, lead, supervise, and entertain the Texas Tech community on campus and in challenging environments

Preferred Qualifications

- Belay Skills Verified at the Texas Tech Climbing Center
- Experience on one or more OPC adventure trips
- Personal experience with outdoor recreation activities
- Knowledge of outdoor equipment such as tents, backpacks, stoves, skis, and snowboards
- Current Wilderness First Aid or Wilderness First Responder certification

An Applicant Review Committee comprised of current student employees will conduct the initial application reviews and select candidates for Applicant Review Committee interviews. After the first interviews occur, select candidates will be granted to move forward the in application process. Final interviews will be conducted by the program administration.

Applicants who are selected for candidacy will be invited to attend the mandatory Leadership Candidate Training (LCT) course scheduled for July 30 – August 12. This rigorous expeditionary course is the final step in the hiring process. It is designed to holistically challenge each participant. You will be responsible for teaching up to three pertinent outdoor or related skills topics, significant learning and skill comprehension, self-leadership, and healthy behaviors. Lastly, you will receive feedback on your performance throughout the course and you will be expected to give constructive feedback to your peers. The course will cost \$185 which will cover all food, necessary equipment, transportation, and professional leadership.

All employees are required gain at a minimum the completion of a Wilderness First Aid (WFA) course. Additionally, due to the remoteness of the majority of our trips, Trip Leaders are required to hold a current Wilderness First Responder (WFR) Certification. Many students choose to skip the Wilderness First Aid Course and attend the Wilderness First Responder. These courses are offered at a lower rate for OPC staff members. This year, WFA is taught the weekend of March 3-4 and the WFR is offered during spring break.

Finally, once accepted into the program, the development and promotion process begins. Staff partake in specialized trainings to work in the equipment rental shop and indoor climbing center. Staff also begin to gain field experience serving as part of leadership teams for trips in non-paid roles. However, once staff attend activity specific trainings and increase their experiences on trips, they are considered for promotion to the paid positions of Assistant and Trip Leader. See the following documents for more information about the promotion process.

We appreciate your application -

Texas Tech University
Department of Recreational Sports
Student Employment Application

Outdoor Pursuits

Personal Information

Name: _____ ID Number: _____

Local Address: _____

Permanent Address: _____

Local Phone: _____ Permanent Phone: _____

E-mail: _____ Is this e-mail current now & during summer? ___

Emergency Contact

Name: _____

Telephone: _____

General Information

University classification: (i.e. Freshman, Senior, Grad Student, etc.) _____

Major: _____ Anticipated Graduation Date: _____

Are you presently employed on campus? ___ No ___ Yes (where): _____

Have you been awarded College Work Study? ___ No ___ Yes Amount (hours): _____

Are you Community CPR certified? ___ No ___ Yes Expires: _____

Please list any emergency medical training you have received (WEMT, First Aid, and CPR etc.) and include photocopies of certifications (both sides): _____

Are you willing to work some Holiday hours? ___ No ___ Yes

Do you know anyone who works here now? ___ No ___ Yes (who): _____

Employment References

Name of Supervisor	Place of Employment	Phone Number	Dates of Employment

I believe and understand that the aforementioned information is true to the best of my knowledge and that any false or misleading information is sufficient grounds for disqualification of this application or termination of employment. Completion of and submission of this application does not guarantee employment with the Department of Recreational Sports or Texas Tech University.

Signature _____

Date _____

The Texas Tech Student Recreation Center is strongly and actively committed to diversity and providing equal opportunity within its community. No applicant or employee will be discriminated against because of race, color, religion, gender, sexual orientation, familial status, age, national origin, lifestyle, height, weight, marital status, political persuasion, veteran status, or disability concerning employment or during the course of employment in the department

On a separate piece of paper please type answers to the following questions.

1. Why do you want to work for the Outdoor Pursuits Center?
2. What expectations do you have in working for the Outdoor Pursuits Center?
3. Describe your ability to balance school and personal life. How, then, do you see the OPC impacting your ability to effectively manage your life?
4. Describe a time when you made a mistake and how/what you learned from the experience.
5. What are your academic goals and how do you see the OPC contributing to your success as a student and beyond college?

Please submit the Student Employment Application, resume, cover letter, and your responses to these questions all together by February 1, at 5pm in the OPC.

The documents below provide more information about the culture of the leadership development program, staff responsibilities, and qualifications for staff promotion. We strongly encourage interested students to thoroughly read the provided information and to speak with current staff about their experience in being part of this program.



OPC Mission

To provide the Texas Tech University community with quality resources and services to both enjoy and create outdoor adventure oriented recreational and learning experiences.

Mission to Our Staff

Through enablement, supporting personal agency and creativity, and fostering self-leadership development, we cooperatively strive to develop competent leaders who positively impact our present and future communities.

OPC Covenant of Consistent Character

As staff members of the Outdoor Pursuits Center we recognize that our actions affect others. We have selected the following principles to serve as a mutual contract between each staff member to benefit each others' development and for the health of the organization.

Stewardship, Humility, Passion, Support, Self-Leadership, Communication,
Mutual Respect, Creativity, Ambition

OPC Culture

1. Self-Leadership

We strive to be conscious of our personal responsibilities and take ownership of our attitudes and actions.

2. Effective Collaboration

We recognize and honor the agency of others. Honest and direct feedback promotes healthy relationships and decreases frustration in cooperative efforts.

3. Covenant of Consistent Character

We are a group of individuals who look to the welfare of others before satisfying our own needs. We value mutual respect, honesty, agency, and personal responsibility. We recognize that every day we are at all times representatives of the OPC and Texas Tech.

4. Learning

The objective of teaching is learning. We invite learning in others by being passionate about learning ourselves. Imparting knowledge so that others can grow in competency and in judgment is a program priority.

5. Judgment

Learning increases with increased responsibility. The high degree of responsibility placed on all staff demands the development of judgment. Paul Pedzoldt said "judgment is the process of using previous learning and experience to make a decision and execute decisions." Protocols must be applied to specific situations where judgment then guides decisions and the appropriate application of resources.

6. Invite Change

By honoring the agency of others, I, whenever possible, allow those in my care the freedom to choose. Why? To invite responsiveness rather than resistance. Promoting autonomy rather than forcing behaviors respects the humanity of others and creates opportunity for meaningful relationships and meaningful learning

Leadership Candidate Training

Leadership Candidate Training (LCT) is an expeditionary course that combines the best in outdoor education and leadership training from the Wilderness Education Association, Leave No Trace, Wilderness Medicine Training Center, Steven Covey's *Seven Habits of Highly Effective People*, The Arbinger Institute, and the Texas Tech Outdoor Pursuits Center. The educational curriculum is rooted in Albert Bandura's Social Cognitive Theory and also borrows from Constructivist and Self-Determination Theories. As a result, this course will expand students' current leadership and teaching capabilities and into their future careers.

The LCT expedition is a rigorous staff development course that is designed to incorporate all new student staff into the OPC program through standardized training. LCT introduces students to relational leadership, group management, Leave No Trace environmental ethics, effective teaching strategies, and Informative Tutoring Feedback. Candidates are exposed to three basic skill sets (outdoor, educational, and human) and a unique leadership philosophy that forms the core of OPC staff development. The integration of these skills begins on LCT and continues throughout a student's employment. The effectiveness of an outdoor leader and the promotion of staff is directly related to constant personal development and conscious integration of these skills.



Finally, this course has a foundation of assessment. Accurate assessment skills are a prerequisite to developing quality judgment. Feedback from experts and peers is crucial to accurate self-assessment as it is often a significant trigger for thorough evaluation of your decisions. On a daily basis we will give and receive informative and constructive feedback. It's important to remember that unexpected changes will occur and we will have to plan, re-plan and adapt. Students will need to use their creativity, flexibility, educational strengths and wild senses of humor to make each course the best it can be. We look forward to hiking, scrambling, and discussing how to improve each new student's abilities as leaders and educators.

Beyond the field - The OPC administration invests a great deal in each student both in time and in finances. Beginning with this course staff receive financial assistance to offset the cost of the trainings offered during a student's employment. The cost involved in training one student on this expedition is approximately \$1000 of which we ask students to invest \$185. To become a trip leader for the specific activities such as climbing or kayaking staff must complete additional trainings that normally cost \$300 to \$500. Fortunately, the program is able to cover these costs for the activity trainings because of the professional staffs' levels of training and experience. Additionally, staff lead backcountry trips and therefore must attend a 90hr Wilderness First Responder course that is offered over spring break each year. Students are required to pay approximately \$400 of the course cost. At the end of a typical students' career at the OPC they have invested much energy, time, and about \$585. The OPC has a financial investment of about \$3,200 in training alone for a student who works two years leading trips. Regardless, the OPC strives to invest much more than financial resources. Each student is seen as having great potential. We have specifically designed our program to assist students in reaching their academic, outdoor, and career goals. Students who invest in the program will receive the relationship, leadership, and group management skills that set them apart from others in future employment opportunities.

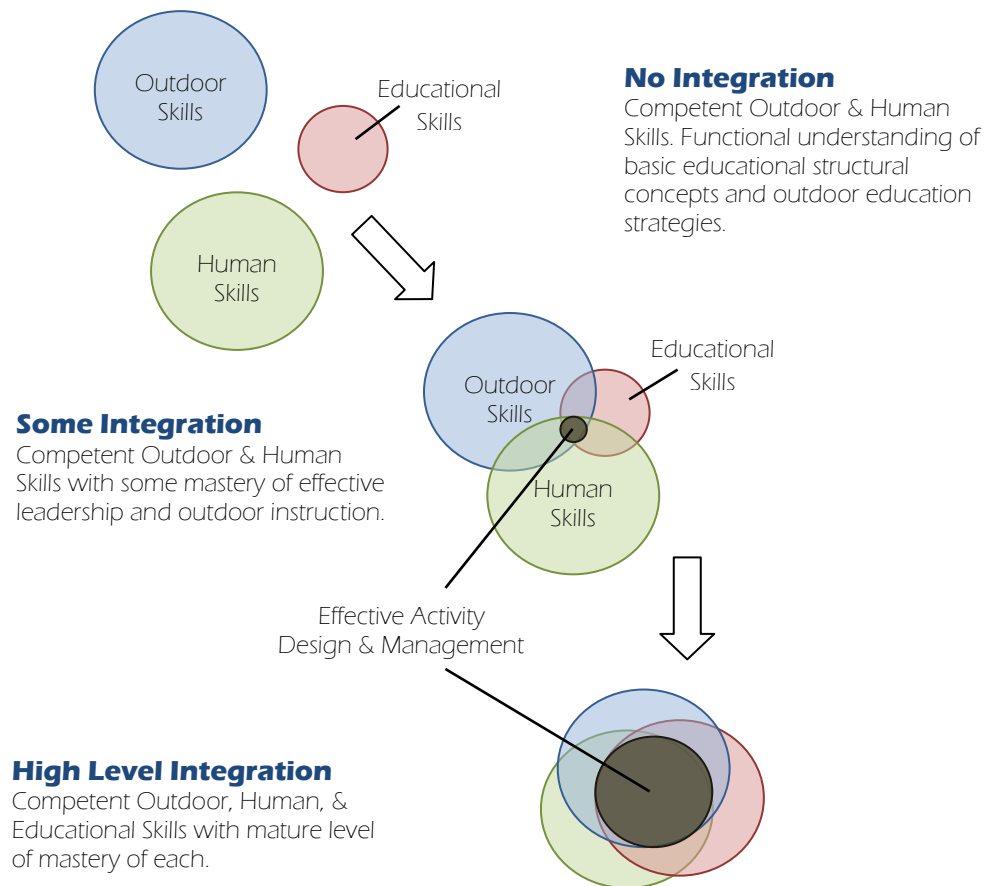
Thank you for your interest in our program. Please consider how your personal values and goals align with our program. For any job, both parties receive greater satisfaction when they share common goals and perspectives.

Curt Howell M. Ed.
Assistant Director – Outdoor Pursuits

Rusty Cooper M. Ed
Coordinator – Outdoor Pursuits

Skill Integration

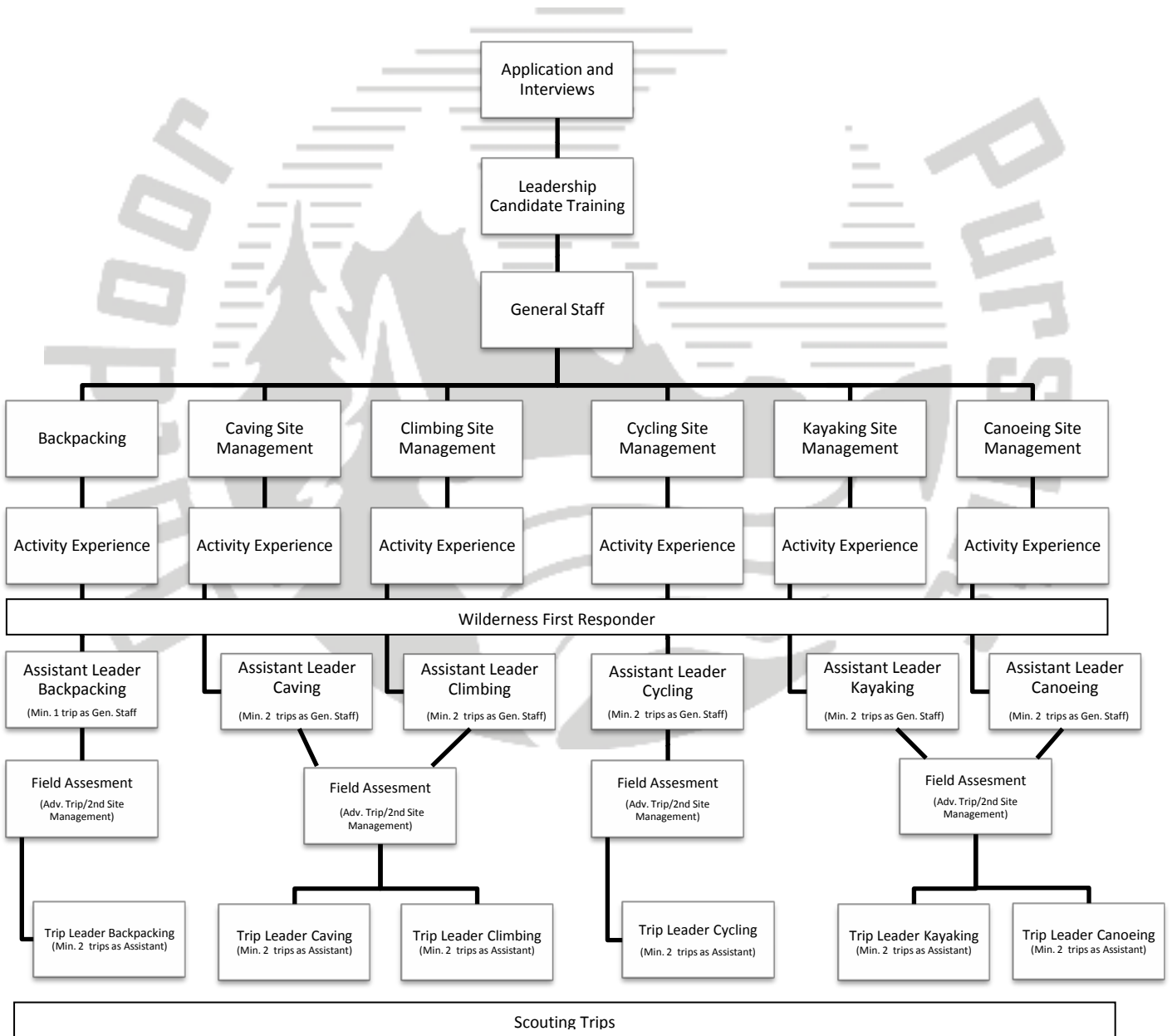
For the any leader there are skills that must be consciously integrated for effective leadership. The OPC focuses on the three main skill sets of Human, Educational, and Outdoor (Technical) skills. Through the use of this model, students learn how to integrate skill sets and are able to apply this integration to any domain such as engineering, architecture, business, or medicine. In any discipline, leaders demonstrating effectiveness have integrated human, educational, and technical skills. The typical development process is depicted below.

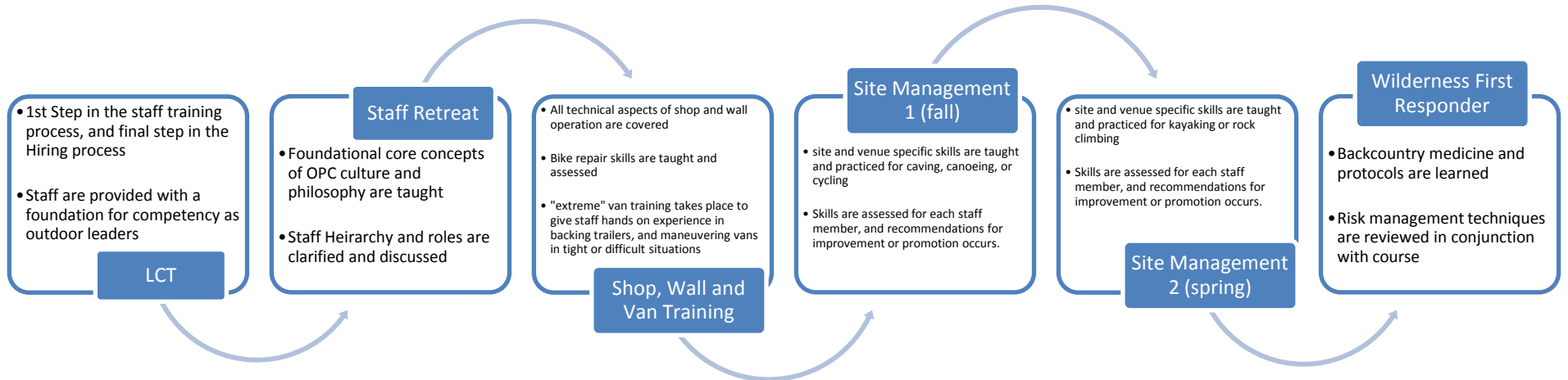


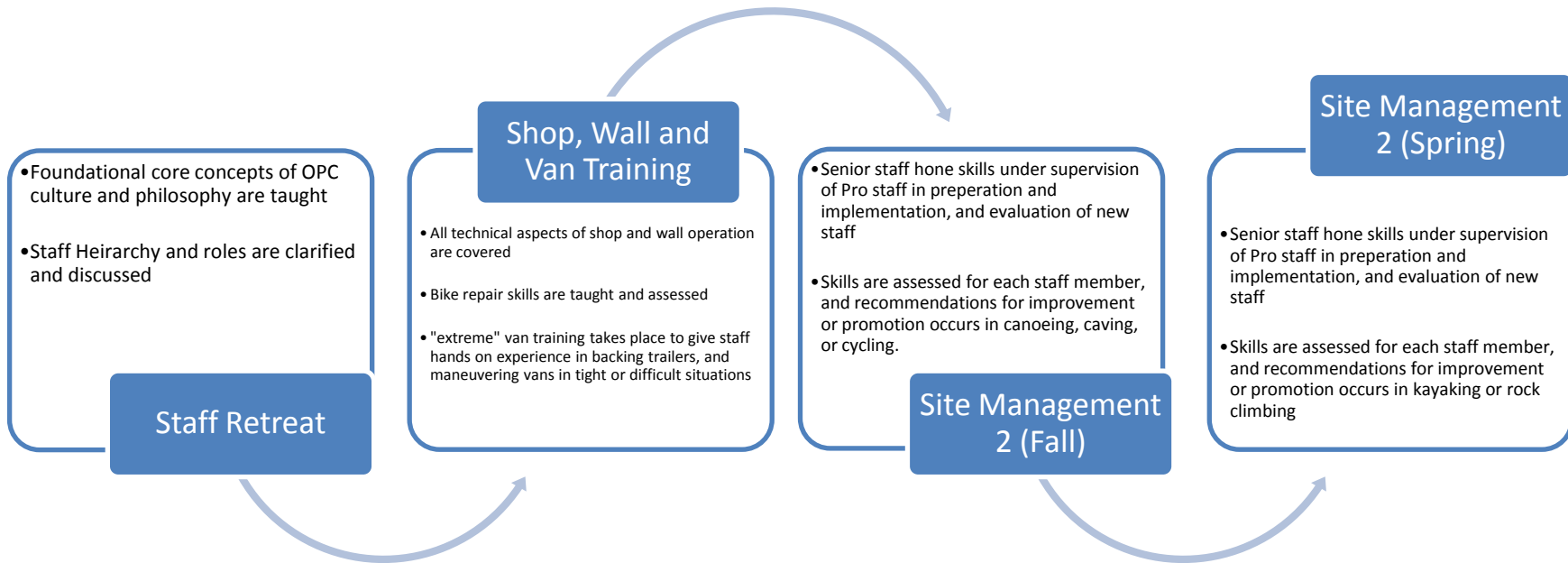
Nicolazzo, P. (2007). *Effective outdoor program design and management*. Winthrop: Wilderness Medicine Training Center.

Outdoor Pursuits Leadership Progression Chart

The chart below outlines the progression for staff promotion in each discipline. The program design is a function of the necessary trainings and experience required for the operation of the trip program by non-professional leaders. The progression is designed in respect of the integration of human, educational, and outdoor skill sets that support effective risk management and program success.







OPC Assistant Trip Leader Position Description:

An Assistant Leader (AL) accurately portrays and reflects the mission, culture, and goals of the OPC. Plans and prepares trips working closely with the Trip Leader and General Staff, student managers, pro staff, and shop staff. Accurately assesses participant skill levels, and adapts instruction accordingly. Effectively disseminates information to all trip participants. Demonstrates self-leadership and accurately self-assesses for strengths and weaknesses. Understands their role and responsibilities. Actively seeks to learn from TLs. Is physically fit and performs all the physical requirements of the trip, above and beyond the participants.

Responsibilities:

1. Pre-Trip Preparation

- a. Meets with and provides support to Trip Leader at least 10 days prior to the scheduled pre-trip meeting
- b. Assists in planning, equipment selection, and packing
- c. Assists with pre-trip meetings to ensure that all educational, human, and outdoor needs are met by participants
- d. Completes assigned responsibilities in a timely manner
- e. Provides a completed menu to the Food Manager the Friday a week prior to the trip
- f. Adds names, emergency contacts, and medical considerations to the RMP
- g. Prepares RMP and waivers prior to the pre-trip meeting

2. Trip Facilitation

- a. Is fully packed and ready to go when trip participants arrive.
- b. Assists in ensuring that . . .
 - i. All food is packed.
 - ii. All group equipment is packed (completes checklist)
 - iii. All personal equipment of AL and TL is packed
 - iv. All pre-trip expectations are fulfilled
- c. Work to ensure a safe, fun and enjoyable experience in the field
- d. Maintain all TTU, Campus Recreation and OPC Policies and Procedures
- e. Regularly meets with and confers with Trip Leader
- f. Facilitates group activities where appropriate to enhance group development.
- g. Provides essential instruction on appropriate use and application of group equipment
- h. Maintain a professional relationship with all participants, assistant leaders, and relevant community members during trip
- i. Helps delegate duties to General Staff
- j. Make decisions in the field based on training, knowledge, and desired outcomes
- k. Supports the Trip Leader in effectively and appropriately managing emergencies if when they arise.

3. Post-Trip

- a. Responsible for trip clean-up
 - i. Return trip folder and first aid kits to their appropriate locations before leaving for the day
 - ii. Complete out peer evaluation forms by the end of the following day
 - iii. Complete all paperwork ; turn in all receipts, and remaining cash advance
 - iv. Fill van up with gas
- b. Actively engages in post-trip debrief
 - i. Discuss the trip in depth; areas that were successful and areas that could be improved
 - ii. Fully discuss peer feedback between the leadership team
- c. Follow up with student managers and pro staff as necessary

1. Successfully complete LCT expedition
2. Attend and participate in bi-monthly staff meetings
3. Attended at least one site management training
4. Actively participating in OPC program facilitation, programming, and events
5. Competently worked as a General Staff on a minimum of 2 trips (any)
6. Certified in Wilderness First Aid or Responder
7. Extensive personal experience and trips
8. Demonstrated competency in the OPC Leader's Three Basic Skills Sets and Trip Staff Perquisites
9. To be an *Assistant Leader* in any discipline, staff must meet an overall minimum of level 3 in at least seven of the Leadership Competencies including all the ** items, and no competencies will be at level 1

Advancement to Assistant Trip Leader Status - Guidelines:

In an effort to create internal standards for trip leaders, a peer evaluation model has been built into the process. An effective peer advancement model should act as the most important and comprehensive part of the Trip Leader application process. While the professional staff will have the final say as to whether or not a General Staff is ready for advancement, an open, honest and supportive peer environment will make the advancement process a quality experience. To qualify for AL in a specific activity, a staff member must have activity experience and have been an GL on at least one trip specific to the activity.

Assistant Trip Leader Advancement - Procedures:

When a General Staff has decided to apply for his or her *initial* Assistant Leader position, the following must be completed submitted to the Trip Manager:

1. Updated Trip Log
2. Current WFA certification and/or WFR certification
3. Staff Competency Folder (activity specific competencies should be met and documented)
4. One teaching topic lesson plan for an OPC trip or site management (assigned by trip leader or pro staff)
 - a. Must be comprehensive and organized
 - b. 20 minute minimum
 - c. Incorporate appropriate learning strategies
 - d. Evaluations from the training will be used to confirm or deny advancement
5. Facilitate teaching topic lessons effectively on a trip or site management (evaluated by TL or pro staff)
6. Complete a staff interview with pro staff and/or TL from specified activity

After becoming an AL in one activity, an assistant leader must still apply for an AL position in other activities. The following qualifications must be met:

1. One Site Management for the activity
2. Activity experience

Required Procedures:

1. Updated Trip Log
2. Staff Competency Folder (activity specific competencies should be met and documented)
3. Complete a staff interview with pro staff and/or TL from specified activity
4. Professional Staff then grant the promotion or outline necessary further development

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Responsibilities:

1. Pre-Trip Preparation

- a. Meets with and provides support to Trip Leader at least 10 days prior to the scheduled pre-trip meeting
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