**Fort Lewis College** Operations Coordinator

**Description**

Position Summary  
The Outdoor Pursuits (OP) program at Fort Lewis College is accepting applications for an Operations Coordinator. The position is a 12-month, full-time, salaried exempt staff position. The Operations Coordinator works under the direct supervision of the Assistant Director of Recreational Services—Outdoor Pursuits. The Outdoor Pursuits program is a part of the Recreational Services Department of the Division of Student Affairs.   
  
Outdoor Pursuits is a student funded recreational program that has been on the campus since 1977. The Outdoor Pursuits program leads weekly trips, operates an equipment use program, manages a climbing wall, and a ski/bike shop. Outdoor Pursuits is housed in the Student Life Center, an award winning, state-of-the-art recreation facility. Outdoor Pursuits has over 800 student members, and the program is an integral part in Fort Lewis College’s commitment to student life.  
  
The Operations Coordinator provides oversight and management of Outdoor Pursuits’ equipment inventory and storage facilities including both the Outdoor Center and the Ski & Bike Shop. Responsibilities also include the procurement of trip food and related equipment, the management and training of student staff, as well as creating and improving all logistics procedures and policies. The Operations Coordinator oversees the Outdoor Pursuits’ student outdoor leadership program (SOL) as well as Peak Experiences (a pre-college trip program for incoming students).   
  
This position must be able to work flexible hours including weekends, holidays and nights.  
  
Minimum Qualifications  
• Bachelor’s degree from an accredited college/university.  
• Two years of demonstrated working/life experience in related outdoor programming.   
• Outdoor skills and experiences in at least four of the following activities: Rafting, Kayaking, Mountain Biking, Hiking/Backpacking, Backcountry Skiing/Boarding, Rock/Ice Climbing, Mountaineering.  
• Experience with the design and facilitation of trainings common to outdoor skill activities and outdoor leadership.  
• Proficiency in Microsoft Office Suite, including Word, Excel, Publisher and Outlook.  
• Current Wilderness First Responder certification, including CPR.  
• A driving record that will qualify for a State of Colorado Commercial Driver’s License (Class B with air brake and P2 endorsements).   
  
  
  
Preferred Qualifications  
• Work experience with a college/university outdoor program, commercial guide or outfitter, or work with the National Outdoor Leadership School, Outward Bound, or similar.  
• Purchasing and procurement experience in the outdoor industry.  
• Repair and maintenance experience of outdoor equipment including ski/board tuning, bike repair, and sewing skills.  
• Knowledge of the outdoor recreational opportunities in the Four-Corners region  
• Knowledge of and experience teaching Leave-No-Trace ethics.  
• Retail and/or rental operational experience.  
• Ability to manage multiple tasks and projects simultaneously.  
• Effective communication skills including listening, speaking, and writing.  
• Ability to work collegially and effectively with faculty, staff, and administrators at all levels.  
  
Position Responsibilities:  
• Assist with the management and oversight of the equipment inventory.  
• Assist in the supervision and management of the internship position, the outdoor center student staff, and the Ski & Bike shop staff.  
• Assist with the operational logistics of trips and the equipment use program:  
o Responsible for the procurement, inventory, repair, and maintenance of equipment.   
o Maintain bulk food and consumable supplies (i.e.: stove fuel).  
o Oversee the purchase of food for trips.   
o Check equipment out/in from trips.  
o Prepare all trip related administrative paperwork.  
o Maintain and resupply first aid kits and repair.  
o Assist with vehicle shuttles for trips and on occasion be available for field evacuations.  
o Manage professional ordering and vendor relationships.  
o Maintain logistics facilities. (i.e.: equipment storage areas, river lockers, food room, etc.).  
• Responsible for the repair area and assist students in repairing and maintaining their own equipment.  
• Oversee resource library including the purchase of books, periodicals, magazines and other multi-media materials  
• Manage Student Outdoor Leadership (SOL) program including the recruitment and training of all student leaders.  
• Coordinate pre-college trip program (Peak Experiences):  
o Work with the FLC media department to develop all program marketing materials including website maintenance  
o Manage the overall operational logistics of the program including procurement of all trip food and related equipment  
o Organize vehicle shuttles including group drop-offs and pick-ups  
o Prepare and oversee the program’s risk management policies and procedures  
o Manage OP’s Student Outdoor Leadership (SOL) program including the recruitment and training of all student leaders.  
• Other duties as assigned.  
  
Compensation   
Salary is $42,000 plus a comprehensive benefits package. This is a full-time, 12-month exempt staff position.

**Job Type**

Full-Time

**Education Level Required**

Bachelors

**Location City**

Durango, CO 81301, United states

**Contact Person**

Brett R. Davis

**Contact Email**

davis\_b@fortlewis.edu

**Contact Phone**

970-247-7293

**How to Apply**

Application Process  
A complete application packet includes:   
• Cover letter addressing interest and qualifications for position  
• Statement of outdoor experiences  
• Resume   
• Names and contact information for three current, professional references   
  
  
Submit materials as one PDF file via email:   
Brett Davis, Search Committee Chair  
davis\_b@fortlewis.edu