MIT Outdoor Course Leader Job Description

This part-time position is responsible for developing and leading comprehensive outdoor courses that will satisfy the MIT Physical Education and Wellness General Institute Requirement such as backpacking, rock-climbing, SCUBA, skiing/snowboard, and kayaking. The Outdoor Course Leader is responsible for pre- and post-logistics, equipment and trip preparation, leading and teaching courses and complete associated administrative functions. The initial focus of this position will be hiking and backpacking.

Programming responsibilities:

- Lead the planning and development of outdoor courses
- Guide course and teach outdoor beginner level skills in pre-trip meetings and on-site. For example, backpacking skills may include: planning a trip, leave no trace principles, hiking protocol, how to pack a backpack, appropriate dress, fitness preparation, map and compass skills, how to start a fire, navigation, pitch a tent etc.
- Conduct pre-trip/event meetings with participants
- Scout, inspect and prepare course locations/sites and necessary equipment
- Maintain files for each course
- Engage and motivate students participating in course
- Serve as risk manager and emergency contact for outdoor education courses
- Respond to and follow all risk management/emergency procedures
- Research and recommend purchase of appropriate equipment
- Maintain, clean, organize, inventory and repair outdoor equipment
- Attend and participate all scheduled meetings
- Assessment and new course development

Administrative responsibilities:

- Perform pre- and post-course logistics and administrative tasks
- Assist in promoting and publicity of outdoor courses
- Provide positive public relations, program promotion and policy education
- Assist in developing an outdoor resource library
- Submit incident/accident report forms with appropriate documentation in timely manner
- Complete and submit post course reports in a timely manner
- Stay current on outdoor trends and practices
- Maintain all certifications and training
- Adhere to all MIT policies and procedures and industry best practices on and off campus

Required Experience:

- Previous outdoor leadership experience
- Experience teaching outdoor skills
- US Driver license
- First Aid and CPR/AED certification
- Successful completion of MIT background check
- Wilderness First Aid
- Direct experience and awareness of safety concerns and risk management
- Completion of MIT van training upon being hired
- Completion of MIT Physical Education and Wellness onboarding upon being hired

Preferred Work Experience:

- Teaching in higher education including: Teaching outdoor skills to college students, writing learning objectives, using a course management system, grading and assessment
- Backpacking, rock-climbing, SCUBA, skiing/snowboard, and kayaking
- Backpacking in White Mountains, NH and Blue Hills, MA in all seasons
- Background in leading trips/clinics/courses
Preferred Work Experience (continued):
• Knowledge of MIT policies
• Wilderness First Responder
• Familiar with AMC and MITOC organizations
• Experience facilitating low and high ROPES initiatives
• Excellent oral and written communication skills
• Experience working in a customer service-oriented environment
• Awareness of, and appreciation for, individual uniqueness and diversity
• Commitment to student development, leadership and team development
• Ability to provide a welcoming, inclusive environment for participants and manage group dynamics

Education:
Bachelor’s Degree required. Demonstrated experience and specialty training in outdoor education. Degree in education or outdoor recreation preferred.

Schedule:
This is a part-time position. Initially, 3 weekend courses in the fall (September/October/November) and 3 backpacking courses in the spring (April-May). Pending student satisfaction and interest, expand course offerings to include additional courses in the winter (Nov-March).

Compensation:
Payment is per trip (leader or assistant based on level of experience) with administrative pay for training and meetings per trip.

Application:
Contact Michele McCauley at physicaleducationandwellness@mit.edu