

JOB DESCRIPTION:	Outdoor Program Manager		
DEPARTMENT:	Academic Affairs – Natural Sciences		
REPORT TO:	Department Chair		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	472020	DATE APPROVED:	06-MAY-2021
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Provides leadership and operational oversight for the University’s co-curricular Outdoor Program, which serves as a platform for student engagement to build field competence, and industry readiness for both on-campus and online students. The position manages outdoor and field-based learning opportunities, gear access and lending operations, and partnerships that support applied learning and community engagement.

DUTIES:

1. In collaboration with the Program Director, plan, implement, and evaluate co-curricular outdoor, field-based, and other relevant programs aligned with institutional priorities.
2. Coordinate and lead short-duration field intensives, training modules, and applied learning experiences accessible to in-person and online students.
3. Support certification courses (e.g. wilderness medicine), skill-building workshops, and experiential learning opportunities that align with outdoor leadership, emergency response, natural resource management, environmental science/education, and public service pathways.
4. Facilitate inclusive access to programming for diverse, first-generation, rural, and non-traditional student populations.
5. Implement and enforce program risk management protocols, including Emergency Action Plans, incident reporting, and participant screening. Maintain required documentation.
6. Oversee the operation of a gear rental facility that supports campus and community members. Manage inventory, inspection, maintenance, repair, and replacement schedules for outdoor equipment.
7. Recruit, supervise, schedule, train, and mentor student employees and maintain regular business hours of the gear rental facility.
8. Collaborate with faculty to support field-based components of academic courses and applied learning initiatives.
9. Support community partnerships related to outdoor education, pathways programming, and community resilience, as assigned. Represent the Outdoor Program at on- and off-campus events.
10. Assist with budget tracking, purchasing, and resource planning for program operations.
11. Maintain participation data, training outcomes, and operational reports to support assessment and reporting needs. Contribute to continuous program improvement through evaluation and documentation.
12. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
13. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor’s degree from an accredited institution in outdoor leadership, outdoor or adventure education, environmental studies or science, public health, natural resources, natural sciences, or related field with a minimum of three (3) years of demonstrated field experience

leading or directly supporting outdoor, field-based, adventure or experiential learning activities working with students above the age of 16. At least two (2) years of demonstrated field experience must be post-degree. Master's degree in Outdoor Education, Adventure Education, Environmental Education, or related field with 2 years of experience, preferred. Academic coursework related to outdoor education, environmental education, and outdoor administration are highly desirable. Bilingual (Spanish) preferred.

2. **Job Knowledge:** Awareness of national and state outdoor industry trends and policies; knowledge in logistics, best practices, student supervision, and leading others in outdoor and backcountry settings. Ability to safely lead small and large groups of traditional college-aged students in outdoor settings. Ability to work with a wide range of students, faculty, and staff. Knowledge and experience working in diverse university settings, preferred. Experience with group international travel, business management, permitting processes, and specific experience in outdoor program management, preferred. Experience with Outward Bound, the National Outdoor Leadership School, the Wilderness Education Association, a college/university outdoor program or similar, preferred. Familiarity with professional organizations including AEE, AORE, SORP, and others. Ability to teach with a nationally recognized certification such as AMGA Single Pitch Instructor, ACA, LNT, Swiftwater Rescue are highly desirable. Must become knowledgeable of university policies and procedures, and state and federal laws and regulations that apply to university processes. Must be sensitive to cultural differences within the university and community.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Required to work in outdoor settings, occasionally over multiple days, or additional hours. Frequent exposure to harsh outdoor conditions in a variety of terrains, in all seasons. Ability to handle outdoor conditions for a majority of the work of time. Ability to move around campus and outdoor settings. Ability to work flexible hours to include nights, weekends, and holidays. Required to travel for trips. Must be able to stoop, bend, squat, climb, sit on floor and ambulate over uneven surfaces including stairs, steps, hills, mountains, etc. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 6 months of hire date. (If applicable)
 - c. Must hold Wilderness First Responder certification, or equivalent, or be able to secure certification within 2 months from hire.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)