Voyage Coordinator
Job Description

Expectations

Voyages is an extension of Outdoor Pursuits and a partner to Orientation that serves Pacific University students—incoming freshmen or transfer students in their transition to life at Pacific. Voyage trips are 5-day in length and offer a meaningful and lasting introduction to the University through challenging activities with student leaders and faculty participants.

Voyage Coordinators (two positions) are responsible for developing and administering the Voyages Orientation Program. This position works in conjunction with the Assistant Director of Outdoor Pursuits and Orientation leadership staff in the planning and implementation of Voyages events. Each Voyage Coordinator will be responsible for specific areas, but each of them will work together to create the most successful program possible. These are paid positions that are responsible, with the help of the Assistant Director or Outdoor Pursuits, for course curriculum, gear, food, instructor training, transportation, reservations, purchasing, and communication with participants and instructors. Coordinators can expect to be compensated an accumulative amount of about $5,000 for their Fall, Spring, and Summer commitments.

Qualifications

- Excellent driving record and Pacific University Driver training (bus, van and trailer) certification by end of 2019 Fall semester.
- Excellent organizational skills; including the ability to use complex excel spreadsheets, checklists, Google Drive, Google Sheets, Event Management System (EMS), Qualtrics survey development, and calendars effectively OR the desire to learn these skills.
- Excellent communication skills (including listening, writing and speaking skills).
- Ability to delegate large amounts of tasks to people with a variety of skill levels.
- Ability to creatively teach Voyage curriculum to staff.
- Previous experience or passion to learn
  - Backpacking
  - Sea Kayaking
  - Urban/Cultural experiences
  - Surfing
  - Whitewater Rafting
  - Service learning
  - Rock Climbing
  - Canoeing
  - White Water Kayaking
  - SUP
- Flexibility and creativity and the ability to solve problems with limited resources.
- The ability to motivate groups of people and be charismatic when necessary.
- Sensitivity to needs of diverse populations.
- Ability to function at a high level under a tremendous level of stress.

Responsibilities

Each person hired will have to wear three or four of these different “hats” depending on their skills and the needs of the program as designated above.

Registration

- Handle all phone calls from participants and parents of participants
- Handle all emails from participants
- Connect with all participants by phone
- Coordinate arrival and return BBQ on campus
- Work with admissions to collaborate on an accepted, interested and enrolled students
- Keep track of incoming money, scholarships and discount
- Work with web master to coordinate online sign-ups

Marketing

- Do research to determine the best trips to offer and create these trips with the Coordinator Leadership Team
- Design a marketing strategy the includes face book, print material, web page and other multi-media
- Design all print material with the help of the Marketing and Communication Department
- Update web page
- Design new marketing ideas and produce them
• Create t-shirt designs
• Determine the Voyages Trip Leader and Staff gifts

**Staff Development**
• Coordinate the selection of instructors and support staff
• Design Voyages curriculum with Voyages Committee and Voyages Coordinator
• Design and implement all trainings with the Voyages Coordinators and other Student Coordinators

**Logistics**
• Inventory gear and coordinate the distribution of gear
• Keep track of medical and waivers
• Communicate with participants to insure proper screening and paperwork
• Reserve campsites
• Design vehicle schedule and reserve vehicles
• Assist Voyage Advisor with permit application
• Reserve vehicles
• Determine course areas that trips will be going to
• Design menus for all trips
• Calculate portions of food needs for each trip
• Coordinate the buying of thousands of dollars of food

**Trip Leader/Staff Community Development**
• Design events, parties and activities for trip leaders/staff to connect with each other and have fun at least 1 time in the fall and at least 2 times in the spring
• Recognize trip leader/staff accomplishments
• Celebrate trip leader/staff birthdays

**All Positions are responsible for the following**
• Assist with the arrival of all trip participants prior to Voyager departures
• Promote the well-being and safety of fellow Voyager leaders and participants
• Embrace the mission of Pacific University and the Voyages program
• Abide by all standards and policies set by Pacific University and Voyages
• Manage risks inherent to Voyage activities and respond to rescue emergencies if necessary
• Coordinate evacuations during Voyages trips
• Do anything assigned by the Voyages Advisor to make the program successful