Position Title: Orientation Adventure Coordinator

Dates of Employment: February 9, 2015 - August 30, 2015

Hours:
- Spring: March 3 - May 9 (Approx. 3-5 hours per week)
- Summer: May 25 - August 30 (Approx. 35 hours per week)
- **Select nights and weekends will be required**

Location: Gold Student Center 200

Compensation: $9 per hour, a fun retreat and plenty of transferable skills

Direct Supervisor: Alayna Session-Goins, Director of Student Activities & Orientation
GSC 204 | alayna_session-goins@pitzer.edu | 909.607.2988

Program Description: Orientation Adventure (OA) is the off-campus component of Pitzer’s new student orientation program. Student participants spend four days on excursions with 10-15 of their peers in, above, and around the Los Angeles Basin and the greater Southern California area. From surfing to social justice, backpacking to bicycling, sustainability to dabbling in LA’s food scene; the breadth of trips is intentionally broad and inclusive. Students, staff and faculty have constructed each trip to engage the College’s Community Values: Community, Diversity, Dialogue, Inquiry and Action, all while being mindful of the program’s most fundamental goal–to foster the development of meaningful relationships between new students.

Essential Function: The OA coordinators work closely with trip leaders and the director of Orientation Adventure to plan the 25 distinct trips that make up OA. During the spring semester coordinators’ responsibilities include assisting with the solicitation and selection of trips and leaders, formulating itineraries and liaising with leaders. During the summer, coordinators responsibilities include: orchestrating trip selection and placement for the participants, ensuring details pertaining to each trip are well accounted for (e.g. participant medical histories, emergency preparedness, transportation), regularly communicating with trip leaders, fielding questions from parents, planning pre-trip leader training, facilitating training sessions, supporting the real-time operations of the program, responding to emergencies as needed and effectively evaluating the program after the trips return.

Required Knowledge, Skills and Abilities:
The coordinator position is open to all rising junior, senior and alumni in good social and academic standing. The ideal candidate will possess an enthusiastic interest in the OA program and Pitzer College, be at least a rising junior, demonstrate developed organizational skills, have a record of collaboration with his/her peers, and be open to learning a lot!

Preferred Knowledge, Skills and Abilities:
A valid driver’s license (paired with a driving record acceptable to Pitzer’s insurer) and familiarity with Google Mail and Google Documents is desirable.