**Recreation/Trip Coordinator:** Experience planning and leading beginner to intermediate camping/hiking trips required. Valid driver’s license (with no moving violations in the past two years) and first aid certification required. Experience with team building and group facilitation required. Low and high ropes course experience preferred. Experience working with high school students is preferred. This position is residential, Tuesday afternoon through Sunday evening and includes mentoring and supervising students throughout the day. Non-residential, part-time candidates considered although preference will be given to those individuals interested in a full-time, residential position.

**Sample Job Description (residential)**

1. Plan and lead up to 5 weekend camping trips for students, including making arrangements at campsites, working with staff members who are assisting on trip, creating menus and buying food, maintaining camping equipment, and supervising the trips (Friday afternoon through Sunday afternoon).
2. Plan and coordinate Wellness time (2 afternoons per week, 1 hour each), plus ongoing facilitation and assistance for students to help meet their wellness goals.
3. Plan and lead one recreational Special Interest activity per week (Tuesday nights, 2 hours).
4. Run ropes course every Wednesday night for 2-3 advisor groups (Wednesday nights, 2 hours).
5. Coordinate team building activities for the first Monday night of the program (2 hours).
6. Supervise bedtime hours when called upon and sleep in the dorm except on weekends and nights off.
7. Supervise study sessions. Teach effective study skills and tutor participants in completing assignments.
8. Initiate and participate in all non-academic activities when called upon.
9. Be available to students during their free time for companionship/support/positive role modeling.

**TO APPLY:** Send letter of application, transcript, resume, and contact information for two references to:

Lynn Ploof-Davis, Director, UMF, Upward Bound, 238 Main St., Suite 1, Farmington, ME 04938, 207-778-7297, lynnp@maine.edu

Summer program begins on June 22 and continues through August 7. Hiring begins immediately, applications accepted until all positions are filled.

**NON-DISCRIMINATION NOTICE:** The University of Maine at Farmington does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Kathleen Falco, Director of HR/Finance, 224 Main Street, Farmington, ME 04938, (207) 778-7280; (207) 778-7000 TDD.