



Want to be the Scramble Coordinator?

2018 Outdoor Program Scramble Coordinator Description and Application

Application Deadline is November 30th, 2017

The Outdoor Program is looking for someone to fill the position of Scramble Coordinator for the 2018 Scramble Program. This is an excellent position for gaining valuable work experience and is a wonderful resume builder. This student will have ideally participated in the Scramble program either as a participant or a leader, but all interested students are encouraged to apply. The position is highly self-directed and includes a lot of responsibility. The schedule is fairly flexible. The coordinator will be able to create their own hours, however, certain times of the year are much busier than others and the coordinator can expect work to be more intensive and time consuming at those times. This individual should expect to work 5-10hrs/wk during the school year and 20hrs/wk during the summer. The coordinator often works in the OP rental shop 20 hrs/wk during the summer thus clocking 40 total hrs/wk during the summer. It is expected that the coordinator spends the summer in Walla Walla.

Scramble Coordinator Job Description:

Duties:

- Advertise Scramble leader openings and help to select Scramble leaders
- Edit and publish the Scramble brochure
- Reserve camping spots, rent vehicles, organize gear, and create budgets for each Scramble and Scramble training
- Communicate effectively with Scramble leaders and Scramblers
- Work closely with Whitman staff and administrators
- Complete Scramble registration and organize Scramble mailings
- Run Scramble trainings, Scrambles, and the International Student Day Trip
- Create the Scrambles slide show

Qualifications:

- Organized
- Self-motivated
- Good communication skills
- Enthusiastic
- Knowledgeable about Whitman
- Works well with others
- Must live in Walla Walla this summer

Benefits:

- Pro-purchase
- Free OP gear rentals
- Flexible hours
- Minimum wage + \$0.25 per hour
- Fun work atmosphere
- Free Scramble Coordinator adventure-day trip during summer
- Opportunity for rental shop employment
- Excellent work experience for resume building

This position is a tremendous amount of work, but the product (and the process) is extremely rewarding! If you have questions or are interested in applying, please contact Brien Sheedy, OP Director, in Reid 209 or at sheedybr@whitman.edu. The deadline for applications is November 30th, 2017.



OUTDOOR PROGRAM SCRAMBLE COORDINATOR APPLICATION 2018

We request that you provide a cover letter addressing the following questions and any other pertinent information. Also include a current resume including two references. This application is **due no later than November 30th, 2017**. Interviews will then be arranged. This application will also be available electronically on the OP website and outside Brien Sheedy's office in Reid room 209. You can submit application materials electronically to: sheedybr@whitman.edu

Questions:

- Why do you want to be the scramble coordinator?
 - What skills and experiences do you bring to the position?
 - How will you be able to accommodate 5-10 hours/week of work into your schedule during the semester?
 - Can you work 20hrs/week over the summer? If not then please do not apply.
- Are you interested in working in the OP rental shop as well during the summer so as to receive a combined total of 40 hours per week?
- Have you been involved with the scramble program in the past?
 - Do you plan to be a scramble leader this year?
 - Why should we hire you as opposed to someone else?

Please turn in this application to:

Brien Sheedy
Whitman College Outdoor Program
Reid Campus Center Room 209
sheedybr@whitman.edu