



**WYOMING CATHOLIC COLLEGE**  
*JOB DESCRIPTION*  
**COR/OLP Operations Manager**



**Job Title:** COR/OLP Operations Manager

**Department:** COR Expeditions / Outdoor Leadership Program

**Reports to:** COR Executive Director

**Status:** Salaried - dependent on fundraising, Full Time w/ benefits

**Work Schedule:** 40+ hours/wk, schedule will vary. Usual schedule is 8:30am – 5:30pm, but some evening and weekend shifts should be expected, as well as multiple days/weeks in the field each year.

**Position Summary:** Management of logistics and logistics staff for WCC OLP & COR Expeditions.

**Primary Job Responsibilities:**

1. **Staff Management:** Supervise and mentor Shift Supervisors, Logistics Staff, and Interns by coordinating tasks and schedules. Assist with interviews, training, and on-boarding of new Logistics Staff and Interns.
2. **Manage the Equipment Center:** Ensure that logistics staff maintain a clean and organized equipment center. This includes the OLP/COR “gearage,” COR office (lobby, climbing closet, laundry room, first aid area), and boathouse storage units.
3. **Maintain Program Records:** Develop and maintain systems/records for gear inventory, repair, replacement, and organization.
4. **Coordinate Course Transportation:** Work with other senior level COR Staff and WCC Facilities/Maintenance Manager to coordinate course transportation needs and reserve the vehicles needed from the fleet manager or rental agencies as needed.
5. **Issue and De-issue of Course Equipment:** Plan for and ensure that appropriate gear is packed for all trips. Work with WCC trip leaders & COR staff to create gear manifest, “throw” gear for trips, coordinate gear pack with leaders/instructors, and coordinate the de-issue of gear when a trip returns.
6. **Provision of Course Food:** Oversee the provision of backcountry food for all trips. Work with WCC & COR staff to create menus, order food in a timely manner, manage food budget, coordinate food packing, and accommodate for special dietary needs.
7. **OLP Equipment Rentals:** Oversee rentals of outdoor clothing and equipment to WCC students, staff, and faculty.
8. **Inventory Management:** Make & track gear orders. This includes researching products, obtaining quotes/pricing, opening group accounts, ordering, and receiving.
9. **Property Management:** Assist with management and development of COR properties in Lander, Moab, and Buena Vista and the Box R and Hawkeye Ranches. This may include ordering location equipment (fire pits, picnic tables, porta potties, etc.) as well as on-site maintenance and development.
10. **On-call & Risk Management:** Frequently serve as an emergency (or ‘on-call’) contact for both the WCC Outdoor Program and COR Expeditions. Provide evacuation support and/or field instruction back-up as needed.
11. **Fundraise:** build and maintain a personal support team based on the fundraising training and program of COR Expeditions.

**Additional Functions/Responsibilities:**

1. Provide mentorship and training for WCC student leaders.
2. Additional duties as required.

**Minimum Requirements:**

- **Mission-driven** and excited to represent the goals of Wyoming Catholic College and COR Expeditions to a wide population.



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- **Motivation and energy to fundraise support** for the program as well as acquire and maintain a personal support team – training will be provided.
- **Bachelor's degree** or equivalent experience.
- Minimum 4+ years of experience working in **Outdoor Education & Leadership** in an educational setting.
- **2+ years of administrative/office experience.**
- **4+ years of operations/logistics experience with an outdoor program**, including familiarity with backcountry menus and trip equipment for a variety of activities, including backpacking, rock climbing, canyoneering, mountain biking, river trips, winter camping, etc.
- **Current WFR** (Wilderness First Responder) and **CPR** certifications.
- **Organized and attentive to detail.**
- **Strong interpersonal skills** - able to consistently communicate on a professional level both verbally and in writing.
- **Reliable** - able to maintain confidentiality when working with sensitive information.
- **Self-motivated**, proactive, able to work both independently and collaboratively
- Ability to maintain a **positive attitude** in the face of changing priorities and deadlines and to be creative with time management.
- Flexibility, creativity, and proven **problem solving skills** to meet and adapt to the needs of a growing non-profit organization.

**Preferred Skills/Experience:**

- Prior experience with COR Expeditions and/or Wyoming Catholic College Outdoor Leadership Program.
- 4+ years of outdoor instructional/guiding experience in a variety of activities, including field courses longer than 2 weeks, trips in all four seasons, and trips in course areas around the country.
- Experience with or certifications through other outdoor industry leading institutions or accredited bodies.
- Experience with the Association of Experiential Education accreditation process and standards (or similar)
- Clean driving record, experience driving 12 passenger vans and trailers.
- Proven ability to take initiative, recognize needs, and brainstorm creative ideas/solutions to better meet the needs of the Wyoming Catholic College Outdoor Leadership Program and COR Expeditions.

**Level of Supervision Received/Given:**

Moderate; some projects will have a high level of supervision while others will have little to none.

**Special Working Conditions:**

This will be primarily an office position with occasional duties in the field. Both office and field work will require a variety of tasks and responsibilities. This position requires the occasional need to lift heavy equipment and work in inclement weather and conditions.

**To Apply:**

Complete a WCC Job Application at <https://wyomingcatholic.edu/employment-application/>.