

# Adventure Programs Intern Learning Outcomes

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## *Adams State Adventure Programs*

- **Communication Skills**
  - ◆ Express oneself in a variety of ways with clarity and effectiveness
  - ◆ Work directly with public, parents, first year students, leaders, and other staff members
  - ◆ Maintain professional demeanor and appearance
  - ◆ Attend regular meetings, work through challenges, problem solve together
  - ◆ Initiate, cultivate, and maintain professional contacts and interdepartmental partnerships with government agency managers, outdoor equipment representatives, outdoor leaders, and other ASAP staff
  - ◆ Work collaboratively toward a common goal with others, especially with the Coordinator of Adventure Programs and other ASAP Staff
  - ◆ Speak for oneself in a clear, direct, and constructive manner
  - ◆ Inspire confidence in public officials and agency managers in your ability to organize a safe and efficient program
  - ◆ Inspire confidence in students with your ability to plan, organize, and run a safe and fun program
  
- **Professional Skills**
  - ◆ Present oneself in a manner appropriate for every circumstance
  - ◆ Use discretion when dealing with liability, suitability, or any other delicate or high-risk matters especially regarding to medical release forms, or other participant information
  - ◆ Apply and follow approved precautions and procedures at all times
  - ◆ Ensure safety of clients and students through extensive research and planning of trips, assessing participants' and leaders' ability
  - ◆ Wear clothing that is suitable and appropriate for the population with which you are working and the job you will be doing
  - ◆ Use language that is suitable and appropriate for the populations with which you are working
  - ◆ Present oneself with confidence and politeness when dealing with the public, participants, and families
  
- **Customer Service**
  - ◆ Assist your students and ASAP staff quickly and pleasantly with any reasonable request they may present.
  - ◆ Answer parent and participant questions with a smile.
  
- **Decision Making Skills**
  - ◆ Be appropriate, objective and logical in making judgments
  - ◆ Take responsibility for decisions
  - ◆ Recognize an uncompleted task, potential opportunity or problem and do the job without being told

- ◆ Accept and meet others where they are
- ◆ Relate to many types of people and situations, and make transitions fluidly
- ◆ Be flexible
- ◆ Evaluate, assess, diagnose, generate alternatives, and anticipate needs
- **Financial Management Skills**
  - ◆ Plan, develop, implement, monitor, and make adjustments to trip fees based on budget
- **Leadership**
  - ◆ Manage a program from start to finish
  - ◆ Manage ASAP trips beginning with the planning and development
  - ◆ Assess effectiveness of trip planning and make appropriate adjustments to program areas for future years
  - ◆ Gather and organize information on leader qualifications, participant readiness, budgets, gears, etc
  - ◆ Analyze the information and develop hypotheses
  - ◆ Construct convincing strategies to meet goals
  - ◆ Organize several components of the trips program, including trip sheets, budgets, database, email lists and scheduling
  - ◆ Plan potential uses of resources, focusing on availability of trained leaders, vehicle scheduling, and equipment inventories identify the criteria for success in achieving goals
  - ◆ Systematize and arrange data pertinent to your goal
  - ◆ Plan the steps and time frame needed to accomplish a task
  - ◆ Select and organize appropriate resources
  - ◆ Manage the resources at the time and place of delivery.
  - ◆ Throughout the construction and implementation of strategies, assess where you are, where you're going, and where you would like to be.
- **Marketing**
  - ◆ Create advertising mediums for the trips program
  - ◆ Actively engage leaders and help recruit interest in leading quality trips
  - ◆ Actively engage participants and make them excited for their trip
  - ◆ Organize pictures in a slideshow medium and also ready for the next year's intern's advertising
  - ◆ Actively use web 2.0 interfaces like Facebook to advertize and promote Adventure Programs
- **Practical Skills**
  - ◆ Organize instructor trainings in Adventure Programs and Leadership.
  - ◆ Learn about equipment care and upkeep; prepare equipment for the trips.
  - ◆ Manage extensive database of personnel and logistics
  - ◆ Work with several computer programs, including: Power point, Word, Email, Publisher
  - ◆ Create guidelines for leaders and participants
  - ◆ Outreach to new student participants
  - ◆ Outreach to current student leaders
  - ◆ Manage email list for everyone associated with Scrambles
  - ◆ Conduct Leader Briefings