



Adventure Learning Programs (ALPs) University of Wisconsin - Madison
Center for Leadership and Involvement, Rm. 3099 Red Gym, 716 Langdon St., Madison, WI 53706
PH: (608) 263-4663 FAX: (608) 265-8184 E-mail: alps@studentlife.wisc.edu

Facilitator Job Description

Organization Description:

ALPs is a student organization whose mission is to challenge people through adventure-based learning to discover themselves and understand those around them. We accomplish our mission by providing tailored teambuilding and high and low ropes course experiences to UW affiliated groups. We are based out of the Center for Leadership and Involvement (CfLI) in the Red Gym and are funded by student segregated fees through Associated Students of Madison (ASM).

Position Description:

The ALPs facilitator position is unique. It is both a job and a membership into a student organization. For the job portion of being a facilitator, you are responsible and will be paid for:

- Planning and facilitating educational workshops where participants develop leadership skills, appreciation of others, communication, trust, and community by utilizing teambuilding initiatives, group activities, energizers, and high and low ropes course challenges.
- Facilitating reflective group discussions to promote learning.
- Managing risk throughout all activities.
- You will learn technical ropes course skills, including but not limited to, belaying, set up and take down of the course, knots, and equipment.

As a member of the organization, you are also responsible for:

- Promoting the values and mission of our organization throughout the campus community
- Being an engaged and committed ALPs community member—which includes attending bi-weekly meetings, participating in a committee, and open to socializing with other members.

Compensation and Terms of Employment:

- \$9.19/hour, hours per week vary based on workshop requests
- Start date: November 18th, 2015
- Flexibility in scheduling based on your availability
- Attend mandatory trainings:
 - New Staff Training **Saturday, January 23rd, 2016**
 - Attend an all-staff ALPs retreat **Friday, February 5th to Sunday, February 7th, 2016**
 - Attend a two-day Ropes Course technical training on **April 9th and April 10th, 2016** *subject to change
- Work a minimum of 15 hours of ground workshops per semester and three ropes courses per year
- Not including Fall 2015, contribute a MINIMUM of two semesters, (not including summers) to working with the organization.
- Maintain CPR and First Aid certification (we offer free training)
- Summer work is available

Desired Characteristics:

- No experience necessary.
- Willingness to work as a team and collaborate with others
- Interest in developing leadership, communication, and interpersonal skills
- Commitment to building community within the university and within ALPs
- Interest in working with people and helping them grow
- Must be current UW Madison student

ALPs is housed in the Center for Leadership and Involvement, a Department of the Division of Student Life

Adventure Learning Programs (ALPs) University of Wisconsin - Madison
Center for Leadership and Involvement, Rm. 3099 Red Gym, 716 Langdon St., Madison, WI 53706
PH: (608) 263-4663 FAX: (608) 265-8184 E-mail: alps@studentlife.wisc.edu

- Ability to take initiative in all situations
- **Students of all backgrounds and experiences are encouraged to apply**

Commitments:

- Attend bi-weekly evening staff meetings during the academic year beginning November 18th, 2015 (Wednesdays from 6:00-7:00/7:30 pm)
- Attend and participate in bi-weekly committee meetings
- Embrace ALPs' reputation for providing high-quality, engaging programming

The application can be found online at <http://cfli.wisc.edu/alps/> and is **due October 6th by 5pm!**

If you have any questions, do not hesitate to email the ALPs office: alps@studentlife.wisc.edu

ALPs is housed in the Center for Leadership and Involvement, a Department of the Division of Student Life

3rd Floor Red Gym, 716 Langdon St • Madison, WI 53706 • 608/263-0365 • URL: www.cfli.wisc.edu



Adventure Learning Programs (ALPs) University of Wisconsin - Madison
Center for Leadership and Involvement, Rm. 309 Red Gym, 716 Langdon St., Madison, WI 53706
Phone: (608) 263-4663 Fax: (608) 265-8184 E-mail: alps@studentlife.wisc.edu

Adventure Learning Programs Facilitator Application 2015

COVER SHEET

Adventure Learning Programs (ALPs) is an organization that strives to be as inclusive as possible. In order to make our hiring process as anonymous as possible, we ask that you use a cover sheet that does not include your name or any identifying information to avoid biases. The administrative staff will then pair the appropriate application with your name during the interview process.

Please complete the cover sheet below along with the application questions. We look forward to reading your application and learning how you can contribute to the ALPs community.

Name:

Address:

Phone number:

Email Address:

Application Number*:

*To determine your application number, please use the month and day of your birthday. For example, if you were born September 22nd, your number would be 922. (The ninth month, 22nd day). Please label all of your documents in this format. For applicant "922" all documents should look like this: Applicant 922 Cover Letter; Applicant 922 Resume; Applicant 922 Question Responses.

Please remove all personal information (i.e., name, address, etc.) from all documents EXCEPT this cover sheet. Thanks!

Feel free to email the directors in the ALPs office with any questions: alps@studentlife.wisc.edu

**Adventure Learning Programs is an equal opportunity/affirmative action employer.
We promote excellence through diversity and encourage all qualified individuals to apply.**



Adventure Learning Programs (ALPs) University of Wisconsin - Madison
Center for Leadership and Involvement, Rm. 309 Red Gym, 716 Langdon St., Madison, WI 53706
Phone: (608) 263-4663 Fax: (608) 265-8184 E-mail: alps@studentlife.wisc.edu

Adventure Learning Programs Facilitator Application 2015

ALPs is a student-run organization that serves the UW campus by providing experiential education based teambuilding and leadership workshops. Our members facilitate high, low, roving, and ground workshops to all students. If you will be a UW-Madison student for at least Fall 2015 through Fall 2016 and you are able to dedicate a minimum of two semesters (minimum of three semesters is preferred), ALPs would be a fantastic opportunity for you.

Please include the following in your application:

1. The above cover sheet with complete contact information
2. Cover letter
3. Resume including three contact references from past or current employers, teachers, advisors, or coworkers
4. Responses to the questions below

Send complete application to alps@studentlife.wisc.edu by **5:00 pm October 6th, 2015**. When sending in your application, please make the subject of your email to read as follows: "Application #, Facilitator Application 2015". We will contact qualified candidates to schedule hour-long interviews the following week.

In order to get a better idea of who you are, we ask you to consider the following questions and take some time to record your thoughts. We recognize that there may be many ways to interpret these questions, and we appreciate your honest responses. Your responses should not exceed 2 pages, single spaced. Thank you!

- 1) How did you hear about ALPs?
- 2) What do you hope to gain as a member of ALPs? What will you as an individual bring to the ALPs community?
- 3) Describe any experiences you have had in experiential/adventure learning and/or group facilitation.
- 4) Just as important as experience, ALPs recognizes potential. Why do you have the potential to become an outstanding group facilitator?
- 5) Reflect on a time when you demonstrated dedication and commitment to something. How did you accomplish this?
- 6) What does "facilitation" mean to you?
- 7) What are two things you are passionate about?
- 8) ALPs asks facilitators for significant commitments:
 - Dedicate approximately five hours per week and occasional weekends to trainings, facilitation and meetings
 - Attend bi-weekly evening staff meetings during the academic year (Wednesdays from 6:00-7:00/7:30 pm)
 - Attend and participate in bi-weekly evening committee meetings
 - Attend a kickoff meeting with new and old facilitators **Wednesday, November 18th, 2015**
 - Attend a new staff training on **Saturday, January 23th, 2016**
 - Attend an all-staff ALPs retreat **Friday, February 5th to Sunday, February 7th, 2016**
 - Attend a two-day Ropes Course technical training on **April 9th and April 10th, 2016** *this date is subject to change
 - Work a minimum of 15 hours of ground workshops per semester and three ropes courses per year
 - Embrace ALPs' reputation for providing high-quality, engaging programming
- 9) How do you envision being able to ensure your participation in these commitments?

Thank you for your time and feel free to contact us with any questions.

-ALPs Staff