

September 10, 2010

*Dear GRAB Staff Applicant:*

Thank you for your interest in applying to be a student facilitator for the Gettysburg Recreational Adventure Board (GRAB). The GRAB program is affiliated with the Office of Experiential Education which offers adventure-based programs to the Gettysburg College campus community. The programs we facilitate are backpacking, rock climbing, sea kayaking, winter camping trips, and challenge course workshops. If selected as a facilitator, you will work for the Office of Experiential Education as a trip leader and facilitator for the campus community.

The Office of Experiential Education consists of two professional administrators and nineteen student facilitators. Staff responsibilities vary from tasks in the office such as administrative paperwork to guiding your peers, alumni, parents, and friends of Gettysburg College. We offer about 35 day trips a year to various locations near Gettysburg, as well as places like Alaska, Italy, Peru, and the Everglades to name a few. Each staff member receives an extensive amount of training during the first year in the program that includes wilderness medicine, facilitation and leadership skills, and technical outdoor skills.

Each staff member is required to attend a number of training opportunities throughout the academic year, with the most important staff training taking place during spring break—the Wilderness Institute. The Institute emphasizes group facilitation, expedition behavior, and backcountry living. It is important to note that there is a financial obligation to attend some of the staff trainings. The Wilderness Institute can cost between \$200 and \$500 depending on the location, which has included mountaineering in Colorado, sea kayaking in North Carolina, and climbing in Arizona and Kentucky. In addition, we sponsor the Wilderness First Responder course in May, and there is a discounted registration fee of \$150 for the ten-day certification. Please do not allow monetary issues to discourage you from applying for a staff position—we are always willing to work with facilitators who may have financial constraints.

Now that you know a little about our office, we would like to meet you. Please take the time to fill out the attached application in a professional manner. The GRAB program carefully considers each application we receive. We encourage anyone interested to apply.

Finally, if you invest time in the GRAB program you will grow, learn, and prosper as an individual and as a leader. If you challenge yourself, the GRAB program will support you along the way. Once again, thanks for your interest and if you have any questions please feel free to contact us.

Sincerely,

KC Garvey-Hall, New Staff Selection Coordinator  
[garvka01@gettysburg.edu](mailto:garvka01@gettysburg.edu)

Nick Rosenberger, New Staff Selection Coordinator  
[roseni01@gettysburg.edu](mailto:roseni01@gettysburg.edu)

GRAB Staff and the Office of Experiential Education

## Frequently Asked Questions

### Do I need experience to apply?

No. Our training is designed to teach all the skills necessary to guide and facilitate GRAB trips. While we value any experience you can bring to the program, we are most interested in hiring staff members who are open-minded, interested in working with people, and excited to teach and learn.

### Will I need to become proficient in each activity?

No, but we do expect that staff members are qualified to be a lead instructor in 3 of 4 skill areas by the fall of senior year (backpacking, rock climbing, sea kayaking, and challenge course). We expect you to challenge yourself in the program both technically and interpersonally. There is flexibility for staff members to focus on the technical skill areas they are most passionate about.

### What type of commitment is required?

The commitment to the GRAB program is significant. We are leading participants in the backcountry for extended periods of time so we need to ensure that each staff member can make sound decisions and are willing to work under pressure. It takes a high level of commitment and responsibility to learn those skills. If you are interested in our program, even slightly, please submit an application.

### Interview Process

There is an interview with the two Experiential Education directors and two GRAB staff members built into the selection process for you to pose questions to the GRAB program. At the beginning of this interview, you will give a presentation (no more than 5 minutes) about something you are passionate about (i.e., your experience as captain on the basketball team, global warming, etc.) and how that will apply to your experience as a facilitator. Your presentation may be as traditional as a Power Point or as creative as giving dance instruction. If you have questions or concerns about this part of the interview process, please email:

KC Garvey-Hall, New Staff Selection Coordinator  
[garvka01@gettysburg.edu](mailto:garvka01@gettysburg.edu)

Nick Rosenberger, New Staff Selection Coordinator  
[roseni01@gettysburg.edu](mailto:roseni01@gettysburg.edu)

### Are there any costs associated with being on Staff?

Staff members are required to pay a subsidized fee to attend the Wilderness Institute and Wilderness Medical training. However, we are able to work with anyone who has difficulty securing the financial resources. Please do not let costs deter your interest in the program.

### What is the selection process timeline?

<b>Information Sessions (Optional)</b>	Monday, 9/13 or Tuesday, 9/14 7:30-8:30 pm	Glatfelter Lodge	Come learn about being on the GRAB Staff!
<b>Applications Due</b>	Monday, 9/20, Noon	GRAB Office	117 Plank Gymnasium
<b>Interviews</b>	10/4 – 10/8	GRAB Office	Not all applicants are granted an interview. Interviews are conducted in the GRAB Office with 2 directors and 2 staff members present.
<b>Position Offers</b>	Wednesday, 10/13	Offer letters will be sent by 10/14 through campus mail.	

**GRAB FACILITATOR APPLICATION  
FALL 2010**

Name \_\_\_\_\_ Email \_\_\_\_\_

Box # \_\_\_\_\_ Cell Phone \_\_\_\_\_ Year \_\_\_\_\_

GPA \_\_\_\_\_ (use high school GPA if a First Year Student)

**Part 1. Cover Letter & Resume**

Please submit a cover letter and resume applying to be a GRAB Staff Member. The Gettysburg Recreational Adventure Board focuses the training and delivery of programs on four content areas: backpacking/mountaineering; rock climbing; sea kayaking, and ropes course programs. In order to effectively facilitate these programs we look for students who are able to articulate their leadership skills, as well as comprehend and demonstrate their interest in teaching, making sound decisions, modeling with integrity, and understanding group dynamics and risk management issues.

**Cover Letter:** This letter should be no more than one page in length, and we ask that you include 1) your interest in the program, 2) how your background, values, principles align with GRAB, and 3) what you believe you could contribute to & and gain from the program. There are no right or wrong answers; we highly value a genuine and thoughtful response.

**Resume:** We ask that you develop a resume that outlines your experience both on and off campus that provides an overview of the following, but not limited to:

- ◆ Education
- ◆ Employment opportunities
- ◆ Leadership training opportunities and roles
- ◆ Certifications
- ◆ Organization affiliations (on and off campus; religious, intramurals, service based, clubs, scouts, etc).
- ◆ Unique experiences (travel abroad, service trips, internships, etc.)
- ◆ Backcountry technical skills

Note: technical skills *are not* a prerequisite to apply for GRAB. Actually, many students who have been hired had little (if any) experience prior to their selection. However, if you do have experience whether at a personal level that includes trips with the family or formally with an organization such as NOLS, we are interested in hearing about your background. Highlight your skills/experience linking to our four core programs as well to other activities such as SCUBA, whitewater, skiing, canoeing, etc. If you do have experience, please include details that would help us understand this information such as frequency, location, who you were with, etc. This information is not weighed heavily in the selection criteria, but it is helpful to know if you *do* have experience in these areas.

We ask that you visit the Center for Career Development's webpage to view how to draft appropriate cover letters and resume. Use your creativity and select a format that works for you.

[http://www.gettysburg.edu/about/offices/college\\_life/career\\_development/students/job\\_search.dot](http://www.gettysburg.edu/about/offices/college_life/career_development/students/job_search.dot)

**Part 2. References**

Please list two references, not related to you, that we may contact if we have additional questions.

Name	Title	Phone	Relationship
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1.

2.

**Part 3: Core Staff Trainings**

We expect all new staff members to participate in GRAB’s core training programs during their first year. If you become a staff member, are you able to commit to the following events?

**Participation in GRAB Staff Training**

Fall Staff Training:	November 12-14, 2010	Yes	No
January Winter Training:	January 20-24, 2010	Yes	No
Wilderness Institute during Spring Break:	March 4-13, 2011	Yes	No
First-Year Pre-Orientation ASCENT program:	August 13-23, 2010	Yes	No

**Participation in GRAB New Staff Training & Meetings**

GRAB New Staff Meetings:	(October-April; Weekly; 2 hours; Time is TBD)	Yes	No
GRAB Staff Meetings:	(Weekly; 2 hours; Wednesday 5:00-7:00pm)	Yes	No

I assure that all the information within the cover letter and resume is accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*The Office of Experiential Education holds GRAB staff members responsible for maintaining a professional role from the application process through the interview.

***Please submit this application by noon, September 20<sup>th</sup> to the GRAB office (Plank 117)***