Job Description - Outdoor Recreation Outdoor Center Internship

JOB SUMMARY
Outdoor Center Interns will assist the Graduate Assistant and the Assistant Director of Outdoor Recreation in the daily operations of the Outdoor Center, Sewell Park, and Adventure Trip Program. Outdoor Center Interns will work closely with the administrative team to develop and manage statistics tracking throughout all program areas, in addition to maintaining a safe environment in the Outdoor Center and Sewell Park.

QUALIFICATIONS
- Current CPR and First Aid certifications, or the ability to obtain within one month of start date
- Strong leadership skills and work ethic
- Proficiency in Microsoft Office (particularly Microsoft Excel), and familiarity with tracking program statistics

PREFERRED QUALIFICATIONS
- Knowledge of, and experience with outdoor recreation equipment and activities

SPECIFIC DUTIES & RESPONSIBILITIES
Program Awareness
- Promote Outdoor Recreation through tabling events, social media, and other forms of communication
- Educate Sewell Park patrons and enforce policies that promote environmental awareness
- Connect with organizations on and off campus, to create collaborative opportunities

Administrative Duties
- Analyze program surveys to understand participant needs and change programming as needed
- Disseminate statistical data from past and current programs to affect departments course of action
- Collect data on operational efforts, such as attendance, participant surveys, financial transactions, etc
- Oversee Outdoor Center student attendants with money handling procedures and transferring deposits
- Assist with the hiring and management of student workers, in all program areas
- Make recommendations for disciplinary action, retention, renewal, and termination of student workers
- Analyze trends and best practices to provide input for improvement

Program Management and Operation
- Directly supervise facility operation, and open/close procedures
- Provide input for updating standard operating procedures and manuals
- Enforce code of conduct for student workers and program participants
- Provide input for implementing risk management procedures and be able to respond to emergencies
- Track rental equipment and sales inventory. Make repairs and purchases to supplement inventory as needed
- Assist with the University Camp Reservation and payment process
- Actively participate in all training and staff meetings
- Perform non-routine tasks as assigned by supervisor

PAY SCALE & HOURS:
Unpaid Internship: 400-hour Internship Program