Job Description - Outdoor Recreation University Camp Internship

JOB SUMMARY
University Camp Interns will assist the Graduate Assistant and the Assistant Director of Outdoor Recreation in the daily operations and upkeep of trails and day/overnight use areas at the University Camp property in Wimberley, TX. University Camp 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 at the University Camp. This position interacts directly with the Coordinator, along with GOAL Program staff in their day-to-day Challenge Course responsibilities.

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
- Experience with, or willingness to learn equipment use and maintenance as-needed
- Comfortable at heights of up to 50 feet; able to lift 50 lbs; using hand tools at-height

SPECIFIC DUTIES & RESPONSIBILITIES
Program Awareness
- Promote Outdoor Recreation through tabling events, social media, and other forms of communication
- Interact with and educate University Camp patrons and enforce policies that promote safety and awareness
- Connect with organizations on and off campus, to create collaborative opportunities
- Establish and maintain clear and open communication with Outdoor Recreation Coordinator

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 money handling procedures and transferring deposits at University Camp
- 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 oversee facility operations
- 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
- 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