**Outdoor Recreation Climbing Center Internship**

**JOB SUMMARY:**

Climbing Center Interns will assist the Assistant Director of Outdoor Recreation in the daily operations of the Climbing Center. Climbing Center Interns will work closely with the administrative team to develop and manage statistics, execute programming or develop new programs, and assist with the day-to-day operation of the Climbing Center in the Student Recreation Center. This position interacts directly with Climbing Center Attendants and participants in the day-to-day operation of the facility.

**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.
* Knowledge of, and experience with outdoor recreation equipment and activities.
* Comfortable at heights of up to 50 feet; able to lift 50 lbs; using hand tools at-height.
* Pass a belay test at the Climbing Center prior to training.

**PREFERRED QUALIFICATIONS:**

* Knowledge of, and experience with rock climbing equipment and programs, or willingness to learn quickly.

**SPECIFIC DUTIES & RESPONSIBILITIES:**

**Program Awareness**

* Promote Outdoor Recreation through tabling events, social media, and other forms of communication.
* Educate Climbing Center patrons and enforce policies that promote safety and awareness.
* Connect with organizations on and off campus, to create collaborative opportunities.

**Administrative Duties**

* Provide input for updating standard operating procedures and manuals.
* 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, etc.
* Analyze trends and best practices to provide input for improvement.

**Program Management and Operation**

* Work alongside Climbing Center Attendants in the day-to-day operation of the Climbing Center.
* Provide input for implementing risk management procedures and be able to respond to emergencies.
* Track rental equipment and sales inventory. Make repairs and recommended purchases.
* Actively participate in all training and staff meetings.
* Perform non-routine tasks as assigned by supervisor.

**PAY SCALE & HOURS:**

* Unpaid 200-hour internship.
* Unpaid 400-hour internship.