Job Description - Outdoor Recreation Climbing Center Internship

JOB SUMMARY
Climbing Center Interns will assist the Graduate Assistant and 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 tracking throughout all program areas, in addition to maintaining a safe environment at the Climbing Center. This position interacts directly with all climbing wall staff in their day-to-day climbing wall shift 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.
- 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.
- Must have basic knowledge of the sport of rock climbing and/or willingness to obtain necessary skills within first two weeks of start date.

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.
- Establish and maintain clear and open communication with student workers and supervisor.

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 Climbing 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.
- 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