Job Description - Outdoor Recreation GOAL Internship

JOB SUMMARY
Group Oriented Achievement and Learning Program (G.O.A.L) Program Interns will assist in the daily operations of the GOAL Program. The GOAL program primarily operates at the Challenge Course located at University Camp, and consists of low, high and portable elements. GOAL Program 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 during GOAL programming. This position interacts directly with all GOAL Program staff in their day-to-day program responsibilities.

QUALIFICATIONS
- 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
- Basic knowledge of team building facilitation and/or willingness to obtain necessary skills within first two weeks
- Current CPR and First Aid certifications, or the ability to obtain within one month of start date

PREFERRED QUALIFICATIONS
- Challenge Course Facilitator training or certification
- Current Wilderness First Aid certification

SPECIFIC DUTIES & RESPONSIBILITIES
Program Awareness
- Promote Outdoor Recreation through tabling events, social media, and other forms of communication
- Educate GOAL 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
- 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 use. Make repairs and replacements 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