

JOB DESCRIPTION – OUTDOOR PROGRAM STAFF

University and Campus Recreation Profile

The University of Colorado at Colorado Springs (UCCS) is a burgeoning, regional academic and research university with a rapidly growing student enrollment of 9,750; 40 % of which are first-generation college students. The university offers 36 bachelors, 19 masters and 5 doctoral degree programs through its six colleges, with a student-to-faculty ratio of 18:1. UCCS is ranked 9th amongst Western regional public universities and 9th best undergraduate engineering program in the nation according to *U.S. News & World Report*, and *GI Jobs* ranks UCCS within the top 15 % of military friendly colleges and universities.

Pikes Peak, America's Mountain as it is known, forms a breathtaking backdrop for the LEED Gold Certified UCCS Recreation Center, serving between 550 and 600 students and faculty/staff daily. Campus Recreation and staff are committed to student development, diversity and sustainability, all while encouraging healthy lifestyles through extensive programs and services. Like the university itself, Campus Recreation is undergoing considerable growth, currently in the construction phase of an 84,000 SF artificial turf field to open spring 2014, and planning phases of the recreation center expansion to open summer 2015. The recreation center expansion will increase fitness activity space from 54,000 to 118,000 SF.

Job Responsibilities

- Provide exceptional customer service to all patrons and staff within the facility, and on all trips and events outside of the recreation center
- Participate in periodic staff evaluations
- Maintain a safe and clean outdoor office
- Help promote and market the outdoor program as well as flyer the campus
- Assist with the day to day management and operations of the SOLE Program
- Check over inventory periodically to ensure a sufficient number of parts are available
- Follow proper procedures in documenting checked out and returned equipment
- Inspect outgoing and incoming equipment for damage and condition
- Clean returned equipment as necessary
- Perform needed repairs on equipment in inventory
- Help students perform repairs on equipment in the ski and bike workshop
- Make sure tools are being used correctly to ensure they are not broken
- Ensure all waxes, lubes, and cleaners are stocked
- Periodically check over all tools and make sure they are functioning properly
- Collect money and fees for upcoming trips according to established guidelines
- Maintain a professional and courteous demeanor, at all times, when dealing with the public on campus or out on a trip.
- Ensure safety of trip participants
- Demonstrate and teach skills necessary to the featured activity.
- Assure all University and State of Colorado policies pertaining to travel are adhered to.
- Make sure all trip participants have signed the appropriate waivers and forms.
- Assist with planning, setting up, and running pre-trip meeting with all participants. Make sure all trip participants are aware of the physical demands of the activity, appropriate clothing and equipment.
- Ensure proper use of UCCS equipment or rental equipment
- Respond to emergencies and medical situations as they arise following the established emergency action plan and SOLE Handbook.

- Other duties as assigned

Required Qualifications

- Student currently enrolled full-time at UCCS
- Must commit to working 10-15 hours per week

Preferred Qualifications

- Previous experience highly preferred
- American Red Cross First Aid / CPR / AED certifications highly preferred, or must obtain within 3 months of hire

Compensation

\$7.78/hr

Performance based raises issued at the university and department's discretion