

# CAMPUSREC

## **Outdoor Program Climbing Center Instructor**

**10-20 hours/week • \$16.59/hour**

*Two positions available – Start Date 9/8/25*

*We accept Federal Work Study Applicants, but not required*

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. We strive to create a healthy, happy and engaged Portland State community.

The Outdoor Program serves the PSU community by offering adventure trips, non-credit instruction, equipment rental, and the operation of the Climbing Center. The Climbing Center is actively looking for employees who enjoy climbing and embody Campus Rec's values of *community, inclusion, innovation, integrity, sustainability, and wellbeing*. Extensive climbing experience and technical skills are not required.

Claire Nelson, Outdoor Program Coordinator, [nclaire@pdx.edu](mailto:nclaire@pdx.edu)

### **Duties and Responsibilities**

- Create and support a welcoming and inclusive climbing environment.
- Supervise climbers during staffed hours while providing safety instruction, coaching, and belay assistance.
- Assist in training PSU Community in the proper use of the Climbing Center.
- Instruct Climbing Center courses.
- Route-setting and working for special events.
- Help ensure that all activities at the Climbing Center are consistent with the Portland State University, Campus Rec, and Outdoor Program policies.
- Report any issues regarding equipment, patrons, or co-workers to Climbing Center Coordinator.
- Mandatory attendance at Climbing Center trainings, staff meetings, and scheduled performance evaluations.
- Mandatory attendance of all Campus Recreation trainings.
- Other duties as assigned.

### **Expectations**

- Commitment to [Campus Rec's Mission and Values](#) and [Commitment to Equity](#)
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds

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## Working Conditions

- Typical Working Hours: Climbing Center Instructors are expected to work a minimum of 8 hours per week at Campus Rec Climbing Center located at 1800 SW Sixth Avenue Portland, OR 97201. Shifts are typically between 4-8 pm Monday-Friday and Saturdays 10am-2pm. 4 hour setting shifts take place one day every other week. Staff meetings generally occur 3-4 times a term and last approximately 90 minutes.
  - Some additional evenings and weekends are *required* for special events including the *Bouldering Competition in Spring* and the *annual maintenance period in late August/early September*.
- Location of Work: Academic and Student Recreation Center Climbing Wall, Outdoor Program Office
- Type of Work: Aspects of this work include washing climbing holds, lifting and moving objects over 20 lbs, moving and using ladders, and climbing/setting climbing routes.
- Attire: Campus Rec staff shirt, nametag, closed toed shoes

## Minimum Qualifications

- Be in good academic standing: (Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate)
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions. These certifications can be provided at no cost to you through Campus Rec.
- Bloodborne Pathogen Certification
- **Must successfully complete a background check**

## Preferred Qualifications

- Experience with and enjoyment of climbing.
- At least one year remaining at PSU

## Application Instructions

1. Complete our Campus Rec [Job Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
  - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
  - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.

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2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](mailto:crecjobs@pdx.edu) at [crecjobs@pdx.edu](mailto:crecjobs@pdx.edu) with the subject line stating "Position Name, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](mailto:ckwong@pdx.edu) at [ckwong@pdx.edu](mailto:ckwong@pdx.edu).

Performance reviews and evaluations are given annually for student employees. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for references, and can help determine corrective action regarding performance. Performance evaluations are one of the processes of supervision, and are not intended to replace feedback received during ongoing conversations or the disciplinary process.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

**Deadline for Submission: Sunday, May 18<sup>th</sup>, 2025 by midnight**