Outdoor Program Climbing Center Coordinator

• 20-22 hours/week • $10.60/hour

DUTIES AND RESPONSIBILITIES Outdoor Program Climbing Center Student Coordinator

The Outdoor Program is a student fee funded organization, whose purpose is to offer and promote safe and environmentally conscious outdoor recreation. This is accomplished by offering adventure trips, non-credit instruction, team-building programs, equipment rental and the operation of the Climbing Center. The Outdoor Program serves as the informational resource to the PSU community regarding outdoor recreation.

DESCRIPTION
The Climbing Center Student Coordinator is responsible for maintaining and encouraging the use of the Climbing Center through ensuring quality programming, well-trained staff, and a supportive environment.

EXPECTATIONS
- Weekly meeting with Program Coordinator and weekly meetings with ODP Executive Committee.
- Train Climbing Instructors and Volunteers in the proper use, as well as policies and procedures, of Climbing Center.
- Day-to-day personnel management, including scheduling, regular in-services/staff meetings, evaluations and feedback, skill development and addressing performance or quality issues. Reports any performance issues to Outdoor Program Coordinator.
- Responsible for providing Climbing Center seminars or special events each fall, winter and spring term.
- Coordinate and track changes to climbing wall routes. Ensure appropriate variety of difficulty in routes, as well as the safety and accessibility of all routes.
- Conducts monthly safety assessment of wall and equipment and coordinates replacement or repair of any unsafe equipment. Ensures documentation of said inspections.
- Communicates with the Campus Recreation Marketing team on the advertising and promotions for the Climbing Center.
- Assist with Rock Climbing P.E. Class each term.
- Submits monthly usage and member reports to Program Coordinator.
- Submits quarterly usage and member reports to Program Coordinator.
- Conduct performance evaluations on all climbing wall staff on a bi-annual basis.
- Mandatory attendance at All-Staff Meetings.
- Other duties as assigned.

Student Coordinators in the Outdoor Program are expected to work an average of 5 hours per day and must be available for work 4 days per week between M-Sat. Some evenings and weekends are required.

TYPICAL WORKING HOURS
Student Coordinators in the Outdoor Program are expected to work an average of 4 hours per day and must be available for work 4 days per week (min) between M-Sat. Some evenings and weekends are required.
WORKING CONDITIONS

- Location of work – Student Recreation Center Climbing Wall, Outdoor Program Office, Stott Center Climbing Wall
- Type of work – aspects of this work are physically demanding and require a good baseline of physical fitness relative to technical rock climbing
- Uniform – staff shirt, nametag and appropriate grooming are required while working

MINIMUM QUALIFICATIONS

- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average (undergrad) and 3.0 (graduate) and maintain good academic standing throughout employment
- Commitment to Campus Rec’s mission statement
- Positive attitude
- Ability to teach technical aspects of climbing in a polished and professional manner including: belaying, sport leading, anchor construction, basic climbing knots, climbing movement
- Coordinator will be required to attain PCIA certification & Red Cross CPR for the Professional Rescuer within 4 weeks of hire

PREFERRED QUALIFICATIONS

- Experience working with diverse populations.
  - Significant climbing experience, including ability to sport lead at 5.10a (no falls)
- Strong interpersonal and communication skills.
- Demonstrated history of appropriate customer service skills and supervision of employees.
- PCIA or AMGA certification.

TO APPLY

1. Complete the application and a one page cover letter describing your interest in the open position and any related experience. See http://www.pdx.edu/careers/cover_letters.html for tips on how to write your cover letter.
2. Email application and cover letter (and supplemental materials) to crecjobs@pdx.edu with the subject line Application for X Job – last name.
3. You will receive a confirmation email that we have received your application within one week of receipt.

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

If you need accommodations in filling out this application, please contact the Campus Rec office manager at 503-725-2943 or joellek@pdx.edu

DEADLINE FOR SUBMISSION: 4/09/2012