



Outdoor Pursuits Assistant - Position Description

The Campus Recreation Outdoor Pursuits Program Assistant positions are responsible for managing the day to day operations of the Outdoor Resource Center and RockWall.

Responsibilities

- Manages ORC equipment lending and trip processes and paperwork
- Advises patrons on outdoor recreation activities, destinations, and equipment
- Manages BNW software, cash register, credit card reader operation and reconciliation
- Perform equipment inspections, repairs, inventory control and documentation
- Supervises and instructs patron in belaying, equipment use, and climbing safety
- Work with others to execute risk reduction measures and provide care in emergency situations.
- Clearly articulate, enforce and educate patrons on all rules, policies and procedures.
- Provide customer service and respectfully manage disagreements.
- Consistently model positive and professional behavior.
- Actively participate in collaborative work and development.
- Perform other duties as assigned.

Staff Standards

- Role model appropriate behavior at all times, including on-line communities;
- Attend all staff meetings and educational trainings;
- Maintain regular and frequent communication with Supervisor(s), Coordinator(s) & Assistant Director.

Personal/Paraprofessional Development & Departmental Responsibilities

- Attend all meetings and trainings on time, including August staff development, January staff development, etc. Upcoming dates are:

Fall Management Team Retreat:

Monday, August 15, 2016-Tuesday, August 16, 2016. Hosted 8am-5pm each day.

Fall Campus RecU:

Thursday, August 18, 2016 – Friday, August 19, 2016. Hosted 8am-5pm each day.

Spring Campus RecU:

Thursday, January 5, 2017 – Friday, January 6, 2017. Hosted 8am-5pm each day.

- Balance time commitments;
- Recognize limitations and work to improve;
- Be receptive to paraprofessional and personal development;
- Challenge yourself to achieve higher levels of awareness of people's perceptions, maintaining appropriate sensitivity and awareness of cultural norms, diversity, and diversity education.

Minimum Qualifications

- Must be currently enrolled at UTSA with a minimum overall GPA of 2.0;
- Must pass State of Texas criminal background check;
- First Aid, Adult CPR and AED certifications obtained within expected time-frame;
- Knowledge of outdoor recreation activities and equipment;
- UTSA employee compliance trainings and any additional program area certification/training completed within expected time-frame.

Working Conditions

- Maximum of 19 hours worked per week (average 15);
- Work will take place on the Main Campus in the Recreation Center, some work will be conducted off-campus in regional parks and natural areas;
- Work shifts include morning, afternoon, evening and weekend hours. Some required holiday hours.

Compensation

- Starting pay: \$10.00/hour