



# Adventure Pursuits

## Outdoor Trip Center Supervisor Job Description

Campus Recreation Services consists of six program areas: Adventure Pursuits, Aquatics, Fitness, Informal Recreation, Intramural Sports, and Sport Clubs. Over 165 students are employed with CRS in various positions to administer, manage, and support day-to-day operations. Student employee positions range from entry level positions such as area floor staff, office staff, and sport officials, to supervisory and management positions. Consideration for employment is based on the review of a completed CRS job application and interview, and may vary based upon position and program area.

**Supervisor:** Coordinator of Adventure Pursuits

### Supervisor Position Description

Supervisors are responsible for the overall supervision of their program areas which includes supervising specific programs, the facility, and/or entry level staff. This position requires critical thinking skills and the ability to work independently. Supervisors must work constructively and collaborate with other CRS program areas. Supervisors are expected to maintain an awareness of potential problems while creating a warm and welcoming atmosphere in their particular program area.

### Specific Responsibilities

- Observe bouldering, make sure that everyone is climbing and spotting correctly, and enforce safety policies.
- Report strange or unusual happenings to the Coordinator of Adventure Pursuits and complete any necessary forms associated with the event
- Enrich participants' experiences by meeting and greeting them on the floor, giving them advice on a climb, or introducing them to an appropriate clinic / Outdoor Trip
- Responsible for arriving on time, signing in, and completing time sheets
- Manage check-in desk by accessing the database to check participants in and out and follow all procedures associated with this process
- Register participants for Outdoor Trips, collect the money, and place it in the appropriate binder located in the safe
- Open and close the Outdoor Trip Center
- Show and give respect to everyone within the University community
- Rent equipment to willing participants and follow all procedures linked to this process
- Accept returns of rented gear, assess any fees, properly put away all of the gear, and complete any forms associated with the rental
- Ensure the mental and physical safety for everyone in the gym

### Minimum Qualifications

- Must have a general knowledge of the sport of bouldering and its equipment
- Must be able to make decisions for everyday and emergency situations
- Must have knowledge of Adventure Pursuits activities and the maintenance and repair of the related equipment
- Working knowledge of the Climbing Gym and Campus Recreation Services
- A positive attitude toward the University and its constituents
- Must interact well with people