### Position Title
Outdoor Adventures Staff

### Job Description

The Outdoor Adventures program is looking for Texas A&M students with a passion for the outdoors and adventure, an eagerness to teach others, and a desire to develop their own leadership potential through a dynamic Outdoor Recreation program. Co-curricular learning in this job will focus on three areas: communication, critical thinking through risk management, and working as a team.

The Outdoor Adventures program is made up of three main areas: the OA Rental Center, the OA Resource Desk and the Indoor Climbing Facility. **Applicants must have an interest in building experience and gaining certifications to work in all 3 of these areas.** Workers are hired to work in the Rental Center and Resource Desk and depending on certification level and skills base, will be added to staff at the Indoor Climbing Facility. Opportunities will be provided to obtain necessary certifications. Work in each of these areas will include the following:

**Resource Desk:** Staff at the Resource Desk provide support to students, faculty, staff and community members seeking assistance with outdoor pursuits. Outdoor adventure trip sign ups, Indoor Climbing Facility check-in, and some retail customer service are included. Additionally, the staff at the resource desk regularly works on projects to support the programs of Outdoor Adventures.

**Rental Center:** This position relies heavily on good customer service. Workers typically are busy renting outdoor gear, repairing gear, and completing sales and money transactions. This aspect of the job focuses heavily on good communication, developing a service-minded mentality, and using defined systems to manage inventory and POS systems.

**Indoor Climbing Facility:** This position, while being involved in customer service, also focuses heavily on risk management and critical thinking as well as teaching skills. Workers here learn how to teach skills to a variety of learning styles as well as how to actively manage and control the risks associated with rock climbing.

**Adventure Trips and Clinics:** Adventure Trip Staff builds on the customer service, risk management, critical thinking, and teaching skills of the other positions and combines them in an outdoor setting. Staff members are taught to plan, manage and lead a variety of outdoor adventure trips for their peers and the general public. Trips range from half-day local and day-long regional outings to multi-week trips to other states and potential international travel. **Joining Trip Staff requires an additional application process, and is posted for both students and non-students.**
Certifications Required

No certifications are required for hiring. However, upon hiring, staff must maintain current CPR and First Aid certifications as well Texas A&M University trainings. All staff must complete a driver record check. Preferred certifications may be required for advancement within the program: Wilderness First Aid (16 hr.), Climbing Wall Instructor (20 hr.), Single Pitch Instructor (43 hr.) and others. Preference is given to applicants with these preferred certifications.

Work Hours/Anticipated Schedule

Facets of the Outdoor Adventures program are open Monday through Friday 8 a.m. to 11 p.m. and Saturday 9 a.m. to 6 p.m. and Sunday 1 p.m. to 7 p.m.

Additionally, some custom groups, camps and other special events are scheduled periodically outside regular business hours.

Once hired, the expectation is that the applicant will be prepared to work throughout the semester and a share of break hours between semesters. Minimally, each staff member will work one shift per week and attend all required meetings and trainings. Weekend, Break, and Holiday shifts will be allotted based on seniority and lottery as necessary to fill them. Trading shifts or passing shifts to other workers is allowed. Every effort will be made to work around student’s class and internship schedules; however the outdoor adventure program does operate during break hours and must count on student workers to help run the program and facilities.

Application Requirements

ALL APPLICATION MATERIALS MUST BE TYPED. Handwritten and/or incomplete applications WILL NOT be accepted. Please make sure your name is on ALL of your application materials.

All applications should be turned in to Room 202 of the Rec Center no later than Monday, February 25th, 2019 by 5pm. Late applications will not be accepted.

Required Application Materials (all materials must be included for consideration):
1. Part-Time Job Application - may be found online at https://recsports.tamu.edu/  
2. Resume - You must submit a resume with your job application. If you do not have one, please summarize your relevant work experience and/or any other experiences (i.e. student organizations, volunteer work, etc.) on a separate page.
3. Essay - Please attach a separate sheet answering the following questions:
   a. What about working for the Outdoor Adventures department of Recreational Sports, excites you the most?
   b. What other on/off campus commitments are you currently involved with and what methods do you utilize for time management?
   c. How do you see a student worker position fitting in with your academic pursuits? What do you want to learn through your work?
   d. What qualities do you feel are important for an employee of Outdoor Adventures to possess and how do you believe that you can contribute to the program?
   e. Have you ever participated in our outdoor programs or clinics? If so, which one(s)?
   f. Please list three people (phone and email) who can attest to your work ethic, leadership ability and skills and who we can easily contact.
4. Completed Cover Sheet Checklist (follows this page)  
5. One or more letter(s) of recommendation, attached or emailed to following contact
## Contact Information

For more information about this job, please contact:
- Elsie Derebery  
  Graduate Assistant, Outdoor Adventures  
  Phone: 979-845-9655  
  FAX: 979-862-1998  
  Email: ederebery@rec.tamu.edu

## Interview and Training Information

All applicants will be notified whether or not they have been selected for an interview by **Wednesday, February 27th** via email.

Interviews will be conducted on **Thursday February 28th and Friday March 1st** during the day. You will be asked to select a time slot via email. Interviews consist of one interviewee and a panel of two to five OA employees.

All interviewees will be notified by the evening of March 5th via email of your hiring status.

If selected for this position, to begin your training, you are **required** to attend the following trainings. Other trainings will follow.

- Thursday March 7 - 7:30-8:30 am
- Monday March 18 - 6-9 pm
- Friday March 22 – 4:30-6:30pm

If hired, you are also required to show two original forms of identification. Examples include, but are not limited to: driver’s license, social security card, passport, birth certificate, etc.
Rec Sports Outdoor Adventures Position
Cover Sheet Checklist

Name: ________________________________________________

Put the following items in order as listed. Use the checklist below to ensure you have all required materials. Please staple all materials together in the order listed below:

☐ Cover Sheet (this page)
☐ Part-Time Job Application
☐ Resume
☐ Essay Questions
☐ Letter(s) of Recommendation circle: attached here emailed directly

Interviews will take place on Thursday February 28th and Friday March 1st. Will you be available to interview during those dates? (circle) Yes No

If hired, the first trainings will take place on Thursday March 7th, Monday March 18th, and Friday March 22nd. Will you be available for training during this period? (circle) Yes No

If hired, would you be available to work during these time periods?

Spring Semester 2019 (circle) Yes No
Summer Semester 2019 (circle) Yes No
Fall Semester 2019 (circle) Yes No

Approximately how many hours per week do you wish to work? ____________

*Note: if you are missing any of the required documents, you will not be considered for an interview. You will be contacted by e-mail regarding interview information, so please be sure to check your email regularly after submitting this application.

_____________________________________________________________________

Staff Use Only

Interview: Yes No
Date: ___________ Time: ___________

Hired: Yes No

979.845.7826