



**Part-time Position Title**

**Outdoor Adventures Staff**

**Job Description**

**General Statement of Duties**

The Outdoor Adventures Staff perform customer service, inventory control, cash handling, basic customer instruction, and work on projects to support Outdoor Adventures and the Department of Recreational Sports.

**Typical Responsibilities**

- Oversee safety and proper usage of facility and equipment.
- Operate computerized programs: point of sale system, equipment rental, inventory control, course registration, check in /check out.
- Serve as resource to customers, connecting them to additional information or other services as needed.
- Provide retail and rental customer service.
- Operate University vehicles to transport supplies and equipment.
- Monitor wall and surrounding area in the Indoor Climbing Facility (ICF) for safety and intervene when necessary.
- Serve as belayer during one-time climbs at the ICF.
- Assist with performing pick-offs and rescues as needed at the ICF.
- Document activities, near-misses, and accidents.
- Repair outdoor equipment like tents, sleeping bags, and stoves.
- Perform maintenance and cleaning tasks as assigned.
- Perform light maintenance and light cleaning on areas around the climbing facility as well as on the wall faces themselves.
- Use appropriate equipment and supplies to sanitize and complete successful Body Substance Isolation according to BOHP training.
- Assist other Rec Sports and support staff in the event of building-wide emergency or need.

**Experience and Abilities**

- Proficiency speaking and writing fluently in professional English
- Proficiency with computer programs
  - Microsoft Outlook, Excel, Word
  - Web browsers
  - Point of sale
  - Inventory management and reservations
- Utilize written and verbal directions to complete tasks independently
- Lift and carry heavy and awkward items (up to 50 lbs.) occasionally
- Belaying and use of basic climbing equipment
- Familiarity with an array of basic outdoor equipment.

**Training**

- No certifications are required PRIOR to beginning work.
- Upon hire each staff must complete and maintain the following:
  - Complete job related training required by Texas A&M University and System as well as the Department of Recreational Sports
  - Complete required online trainings in SSO
  - Complete Department of Recreational Sports Cash Handling training
  - Complete orientation and training with Biosafety and Occupational Health Program regarding Bloodborne Pathogens ([bohpt.tamu.edu](http://bohpt.tamu.edu))
  - Complete a Texas State Driver Record Check with the Department of Recreational Sports
  - Complete Online Driver Training with Transportation Services

- Complete trainings as assigned by the Outdoor Adventures Coordinator and/or Director
- By the end of the first full semester of employment, Staff must complete a nationally recognized climbing wall instructor certification course (Examples are the Professional Climbing Instructors Association-Climbing Wall Instructor (CWI), the Association of Canadian Mountain Guides-Climbing Gym Instructor (CGI), or the American Mountain Guides Association / Climbing Wall Association-Climbing Wall Instructor). Alternately, Staff may present proof of completion of a similar instructor training to demonstrate a continued commitment to employee development.

#### Environmental Conditions

The physical environment requires the employee to work both inside and outside in current weather conditions including heat and cold, wet and dry, humid and arid, in areas of loud noise and near hazardous materials. Employees must frequently move between typing, reading, sitting, standing, kneeling, crouching, stooping, grasping, reaching, pulling, pushing, lifting, and carrying. Employees talk frequently and must see and hear to assess and communicate with participants. Employees are occasionally required to use personal protective equipment to prevent exposure to hazardous materials. Staff will be required to work days, nights and weekends in shifts and other work hours not to exceed an average of 29.75 hours per week (Sunday – Saturday) total across ALL student work positions on campus.

- *Will be subject to working at heights of up to 45 feet*
- *May be exposed to falling and falling objects*
- *May be required to lift or transport light to heavy equipment items*
- *May be exposed to blood and body fluids while giving First Aid/CPR or while cleaning the climbing wall*
- *May be required to work with various cleaning products in the maintenance of the climbing facility, in the rental shop, and at other Outdoor Adventures program areas.*
- *Any employee exposed to hazardous materials will be educated on the proper handling and emergency procedures for each item*

#### Pay Scale

In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, Outdoor Adventures Staff will be paid a beginning rate of \$10/hour (Pay Scale “B”) and will be eligible for merit increases after four months of service, contingent on exemplary performance.

#### Learning Outcomes

These learning outcomes will be measured annually through an employee review, utilizing a rubric that captures multiple dimensions for each of the outcomes.

- 1) Outdoor Adventures staff will demonstrate professionalism through timeliness and punctuality on the job.
- 2) Outdoor Adventures staff will demonstrate communication skills by utilizing phone, email, and person to person channels.
- 3) Outdoor Adventures staff will demonstrate critical thinking skills through assessing risk using the PREFF model and will demonstrate the ability to effectively mitigate risks while at the Indoor Climbing Facility and the Rental Center.
- 4) Outdoor Adventures staff will demonstrate the ability to work in teams and in groups by serving as a participating member of an accountability team and as a member of a shift team at the Indoor Climbing Facility and Rental Center.

## How to Apply

To apply, please submit to the Student Rec Center Receptionists Office room 202 by close of business (5 pm) on Wednesday, September 14th, 2022.

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.  
*Late applications will not be accepted*

1. Completed Outdoor Adventure Position Cover Sheet.
2. The completed [part-time employee job application](#)
3. Resume or a summary of your relevant work experience and/or any other experiences (i.e. student organizations, volunteer work, etc.) on a separate page.
4. 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 future academic and career 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 time management, work ethic, leadership ability and skills and who we can easily contact.
5. One or more letter(s) of recommendation, attached or emailed to contact below.

All applicants will be notified whether or not they have been selected for an interview by **close of business on September 16, 2022** via email.

If selected for this position, to begin your training, you will be **required** to attend these trainings. Other trainings will follow.

October 6 : 6-9 pm  
October 13 : 6-9 pm

## Work Hours/Anticipated Schedule

Facets of the Outdoor Adventures program are open Monday through Friday 9 a.m. to 11 pm, Saturday 9 am to 6 pm and Sunday 12 pm to 8 pm

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

Once hired, all applicants are expected to 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.

### Contact Information

For more information, contact Abbey Arends, Coordinator – Outdoor Adventures, Department of Recreational Sports at [aarends@rec.tamu.edu](mailto:aarends@rec.tamu.edu) or 979-845-3093.

This application is for  
Fall 2022 mostly training,  
beginning full  
employment in Spring  
2023

## Rec Sports Outdoor Adventures Position Cover Sheet Checklist

Application due to  
office 202 Student Rec  
Center by 5 pm on  
Wednesday September  
14th

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 Employee Job Application
- ☐ Resume
- ☐ Essay Questions
- ☐ Letter(s) of Recommendation

If hired, the first trainings will take place on October 6<sup>th</sup> and October 13<sup>th</sup> in the evening. Will you be available for training during this period?

(circle) Yes No

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

Fall 2022	(circle)	Yes	No
Spring 2023	(circle)	Yes	No
Summer 2023	(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.**