



Position Description Outdoor Pursuits Assistant

Responsibilities

- Handle daily operations of the Outdoor Resource Center and climbing wall.
- Handle check-outs, returns, cleaning and repair of storehouse equipment.
- Advise patrons on outdoor recreation activities, destinations and equipment.
- Provide access control, orientation, instruction for rock wall participation.
- Enforce Campus Recreation policies and procedures in a fair, prudent and professional manner.
- Monitor participants for proper technique and movement.
- Settle disputes and minor problems.
- Complete required forms completely and legibly.
- Assist with the preparation and distribution of publicity; inform UTSA community members and organizations of upcoming events via the telephone or email and through in-person marketing table events.
- Prepare and conduct Outdoor Pursuits clinics and workshops.
- Perform other duties as assigned. May assist in leadership of some Outdoor Pursuits trips with prior training and experience.
- Assist with emergency situations and evacuations as they arise.
- Perform other duties as assigned.

Expectations

- Serve the patron as a customer.
- Display a positive attitude.
- Demonstrate good initiative.
- Demonstrate an understanding of diversity.
- Act an ambassador for Campus Recreation both at work and away.

Minimum Qualifications

- Must be currently enrolled at UTSA with a minimum overall GPA of 2.00.
- Knowledge of outdoor recreation activities and equipment.
- Previous experience as an Outdoor Pursuits participant.
- Working knowledge of basic PC applications and audio/visual equipment.
- First Aid, Adult CPR, and AED certified.

Working Conditions

- Maximum hours allowed per week are 19 (typically 15 or less).
- Some work will be conducted off campus in regional parks and natural areas.
- Some work will involve climbing and application of technical roped safety systems.
- Work shifts include morning, afternoon, evening and weekend hours.
- Some required holiday hours.

Pay Rate

- Starting pay: \$8.00/hour