

University Recreation Center: Climbing Wall Student Coordinator

University Recreation Center Mission Statement:

The University Recreation Center (U-Rec) offers experiences that enrich the lives of Whitworth University students through excellent facilities, fitness, sport, adventure and play. We are committed to developing leaders, encouraging life-long healthy lifestyles and fostering meaningful relationships.

Definition and Purpose:

Student employees report to the U-Rec assistant director. Responsibilities include increasing the quality and professionalism of Whitworth's Indoor Climbing Center and related programming.

Student Employee Expectations:

- Be familiar with and utilize campus advertisement channels such as Pirate Port, posters, all-campus emails and promotional tables.
- Maintain, repair and warranty rental equipment as needed.
- A love of designing, organizing and building new programs.
- Be available to work at least 10 hours each week and be prepared to work up to 15 hours during particular weeks.

Position Duties and Responsibilities:

- Create and modify climbing wall attendant staff schedule each semester.
- Oversee the scheduling, staffing and instructor training of all clinics.
- Conduct quarterly wall inspections and attend to any safety concerns. Assist with the scheduling and execution of periodic external inspections by the climbing wall manufacturer. Perform regular maintenance as needed.
- Create work orders for the wall and surrounding areas as necessary to build or renovate portions of the wall. Follow up on work order's progress.
- Maintain, repair and warranty rental equipment and climbing wall as needed.
- Oversee periodic climbing wall equipment inventory to ensure all gear is accounted for and in working order.
- Assist in training student U-Rec front desk attendants in the rental, check out and return of climbing equipment.
- Maintain on-line system for tracking student certifications and tests.
- Assist with the organization and implementation of all climbing center special events throughout the academic year so as to provide engaging activities to further develop the Whitworth climbing community.
- Develop and maintain relations with the patrons of the wall, understanding their suggestions or appreciations for the services we provide.
- Develop relationships with key local and remote vendors in order to garner promotional donations for special events and competitions.
- Assist the special events & marketing coordinator with recruitment, training and organization of U-Rec staff and volunteers to assist with special events and special event promotional tables as needed.
- Develop and advertise for family climbs, lead climbing clinics and belay clinics. Send follow-up emails to remind people of their registrations and follow up with both the instructor and participants regarding the experience.
- Assist with development of pro deals, dealer accounts and other vendor relationships that might yield donations for special events.
- Work with U-Rec marketing coordinator and climbing wall office assistants to provide thorough and timely marketing of all events.
- Ensure that events are appropriately registered in Infoslem and with the Facilities Request Forms (FRF).
- Coordinate with event services to provide lighting and sound as needed for events.
- Oversee the design and implementation of a wide range of social media and public relations updates to keep both the website and Facebook page current and engaging.

Preferred Work and Extracurricular Experience:

- Experience and familiarity with Professional Climbing Instructors Association (PCIA) Climbing Wall Instructor (CWI) curriculum.
- Lead climbing and lead belaying experience.
- Knowledge of how to set climbing routes and maintain climbing wall and equipment.
- Technical climbing skills coupled with teaching and organizational skills necessary to present quality programs and clinics.
- A love of designing, organizing and building new programs.
- Experience with excel, word, outlook and other computer systems.
- Strong written, verbal and interpersonal communication skills.

Education: Must be a current Whitworth student enrolled as a full time undergraduate student with at least a 2.5 GPA.

Certifications: This position is open to existing climbing wall attendants who possess the PCIA CWI-L certification. PCIA CWI certified attendants with significant lead climbing and lead belaying experience may be considered. Significant experience may be considered in lieu of the afore-mentioned certifications. First Aid, Professional Rescuer CPR and blood borne pathogens certifications will be required before employment starts. This training is offered in conjunction with the UREC/ICC fall training just prior to the start of the school year.

Period of Employment: One academic year (continuing employment is dependent upon satisfactory job performance as evaluated by supervisor).

Compensation: The climbing wall student supervisor is paid an hourly wage of \$12.00/hour.

Training Requirements: Must attend fall training sessions and help to plan and implement additional in-service training sessions throughout the school year.

Other: All employees will be subject to a criminal background check.

UNIVERSITY RECREATION CENTER CLIMBING WALL
STUDENT COORDINATOR APPLICATION

NAME _____
(last) (first) (middle)

STUDENT ID# _____ WORK STUDY _____ NON WORK STUDY _____

LOCAL/CAMPUS ADDRESS _____ CAMPUS P.O. BOX# _____
(street, city, state, zip, OR dorm bldg/rm #)

LOCAL/CAMPUS PHONE# _____ FRESHMAN ___ SOPHOMORE ___ JUNIOR ___ SENIOR ___

Planned semesters abroad? _____ If so, when? _____

Please circle all semesters you are available for work (add year) _____ (Fall, Jan term, Spring, Summer)

Academic Major _____ What is your expected date of graduation? _____

Are you available to work in the summer (Yes or No)? _____

CPR/First Aid cards? Yes No (circle) When do they expire? _____ Are you willing to obtain certification? Yes...No (circle)

Blood borne Pathogen Training? Yes No (circle)

Why do you want to be the Student Coordinator for the Climbing Wall? _____

How would you fulfill the position and job duties outlined in the job description?

What extracurricular activities do you participate in outside of school? _____

How can management best serve Wall Attendants to create an effective Climbing Wall team?

Are you able to set aside roughly 15 hours per week, split between 1-2 shifts at the wall and the remainder in the office? (Yes, No)

Are you available for the Fall PCIA training from Aug. 29-31? (Yes, No)

Are you available to assist with leading the Climbing Wall Staff Training on Sept. 3? (Yes, No)

Please submit a resume and cover letter detailing your experience with management, problem solving, and critical thinking, and highlighting what separates you from others.

X _____
(Signature)

DATE _____