

Description

The Lake Wauburg Challenge Course Program Assistant assists in overseeing and training Challenge Course Supervisors and Facilitators. They are the leadership link between department programs, services, facilities, and professional staff and are expected to foster an environment of teamwork and collaboration among all student staff and programs. Program Assistants have a high level of responsibility to ensure that all programs and facilities are operated according to risk management standards, unit specific policies, guidelines and expectations and uphold the RecSports Mission, Vision and Values.

RecSports Team Member Responsibilities

- Develop professional relationships with co-workers, participants and guests.
- Uphold and exceed the expectations of the Cornerstones of RecSports Service: accountability, anticipating needs, attitude, and atmosphere.
- Demonstrate a desire to learn and apply knowledge as a RecSports ambassador.
- Take ownership of RecSports facilities and programs by exhibiting a responsible work ethic.
- Promote and maintain cleanliness and appearance within and surrounding RecSports facilities.
- Enforce RecSports policies and procedures to promote participant safety and satisfaction.
- Respond to all emergency situations and adhere to established protocol including pre- and post-incident procedures.
- All RecSports employees are expected to abide by the RecSports Student Staff Code of Conduct that clarifies shared expectations and standards in effort to best serve our patrons, develop each team member, and prepare student employees for future career endeavors.

Hourly Pay

- \$13.90 per hour

Unit Specific Job Responsibilities

- Supervise and serve as a role model for Recreational Sports student staff.
- Assist in the day-to-day operations of Lake Wauburg UF Challenge Courses (UFCC)
- Assist in the selection, training, supervision, scheduling, coaching and evaluation of 10+ challenge course team members; conduct in-service trainings and monthly meetings for student staff as directed by the professional staff; oversee training of all challenge course procedures and skills such as: Use of all Challenge Course equipment, low elements, Odyssey Course, Compass Course, rescues, inter-personal skills, technical skills, utility vehicles, etc.
- Manage UFCC program requests and reservation processes for LW UFCC facilities; coordinate logistics, complete paperwork and schedule staff.
- Plan, implement, and evaluate UFCC Special Events and group programming.
- Conduct weekly facility and maintenance checks on the low, APT, and high course facilities and equipment; determine repair, replacement and maintenance needs; oversee maintenance and route planning of holds at the APT
- Perform monthly inspections of the low elements, Odyssey Course, Compass Course and equipment (harnesses, helmets, ropes, and all hardware)
- Review all shift reports; update and maintain participation counts; inventory and track all equipment; restock supplies and assist with purchasing equipment..
- Maintain and track all required certifications, training records and skills testing for UFCC student staff; track UFCC course portfolio for each facilitator.
- Other duties as assigned.

Requirements/Qualifications

- First Aid, CPR, AED certification – may be obtained within the first 30 days of employment.
- Must have a valid driver's license.
- Preferred ACCT Level 1 or higher
- Preferred >100 hours of documented program experience.

- Experience with Low and High Challenge Courses and Dynamic/Static Challenge Course Events
- Experience with supervising challenge course type activities and facilities
- Experience working with group dynamics and team development.
- Proficient training and teaching skills
- Demonstrated communication, organizational, and leadership skills.
- Commitment to customer service and effective interpersonal communication skills
- Required to work a minimum of 12 hours per week, including weekends, breaks, holidays and nights.
- Attend regular one-on-one meetings and all-staff meetings.
- Good standing within the University of Florida and the Department of Recreational Sports. Please note, each candidate's status within the RecSports Student Staff Code of Conduct will be considered when reviewing applications.