Qualifications for all CRW Positions:
A. Experience: Training is paid, provided and mandatory, unless for an academic or military purpose.
B. Knowledge: All policies, procedures, equipment, and promotes all programs services for Campus Recreation & Wellness.
C. Leadership: Shows initiative. leads by example, and practices healthy fitness habits. Is dedicated to academic achievement, personal development, and the success of others.
D. Customer Service: Skills are excellent both internal and external. Treat all participants in the campus recreation center and program areas with respect and excellent customer service demonstrating a loyal and professional attitude consistent with the mission of the department, division, and Western Carolina University.
E. Availability: Works weekends and other special schedules, including University Breaks and Holidays. Willingness to sub and takes initiative to find their own sub.
F. Requirements: Attend all meetings and in-services. Have and maintain a 2.0 GPA average.
G. Representation: Represents Campus Recreation and Wellness on campus as well as off campus by making sure to be well displayed and respectful of others.

CRC Supervisor (internal)

Estimated weekly hours: 8-12 hours
Pay: $8.50

Responsibilities:
- Responsible for over seeing the CRC, its student staff members and its patrons
- Opens and closes the Campus Recreation Center including a full walk through of the facility after opening or closing to ensure cleanliness of locker rooms, gyms, studios, bathrooms, and machines
- Ensures safety by enforcing CRC policies and procedures, responds to all emergencies in a calm, professional manner, cleans equipment and racks weights properly logging equipment malfunctions, and continuously monitors the fitness floor creating a pleasant environment for students, faculty/staff and other members
- Assists and advises students, faculty/staff and other members on proper usage of cardiovascular and strength equipment following exercise guidelines according to the American college of Sports Medicine
- Maintains good sportsmanship during all activities
- Provides leadership for other CRC staff to ensure successful operation of program areas to include assisting in program set-up and providing guidance to staff members on your shift.
- Treats all CRC participants and CRW program areas with respect and excellent customer service
- Is familiar with Fusion software and can handle all monetary procedures
- Represents the Campus Recreation & Wellness off campus as well, making sure your well displayed and respected of others
- Can handle all problems professionally and can take responsibility of their own actions, as well as the actions of other staff on duty.
- Other duties as assigned
Specific Qualifications:
- Must have CPR/AED and First Aid certification by the first day of employment with validity through the Spring 2018 semester (not upon applying)
- Must have worked for CRW as a Recreation Assistant, Fitness Assistant, Lifeguard, Personal Trainer, or Group Exercise Instructor for a minimum of one semester at the time of the start date for the position
- Capable of lifting 50 lbs.

Recreation Assistant

Estimated weekly hours: 8-12 hours
Pay: $7.25

Responsibilities:
- Attend mandatory staff training
- Uses excellent customer service, manage the control desk ensuring only valid WCU Faculty/Staff, students, spouses, dependents and guests utilize the Campus Recreation Center
- Responsible for daily checkout of all recreational equipment and day use lockers
- Assist with Campus Recreation Center daily operations

Certified Lifeguard

Estimated weekly hours: 8-10 hours
Pay: $8.00
Summer Pay: $10.00

Responsibilities:
- Ensure that only valid WCU faculty, staff, students, spouses, dependents and authorized outside groups utilize the Reid Pool
- Consistent in enforcing pool policies to ensure the safety of the participants
- Emergency situations should be handled calmly, reasonably and in a prudent manner
- Participant attendance must be recorded to ensure accurate demographic statistics
- Communicate any problems to the Associate Director in a timely manner
- Must follow lifeguard training standards at all times, the scope of training should never be exceeded
- Must be knowledgeable of all policies and procedures related to campus recreation via mandatory staff training.
- Other duties assigned

Specific Qualifications:
- Must have CPR/AED Professional Rescuer certified upon applying (with validity through the Spring 2018 semester)
- Must have American Red Cross Lifeguard Certification upon applying (with validity through the Spring 2018 semester)
- Capable of lifting 50 lbs.
**Intramural Sport Official**

Estimated weekly hours: 8-12  
Pay: $7.75/hour

**Responsibilities:**
- Officiate intramural contests and assist in game management  
- Enforce game rules and ensure participation takes place in a safe manner; assist with set-up/take-down  
- Assist with scorekeeping various contests/games  
- Verification of student eligibility and sign-up; enforce intramural policies  
- Training will be provided by Campus Recreation & Wellness and is mandatory  
- Knowledge and adherence to all policies and procedures  
- Other duties as assigned

**Specific Qualifications:**
- Must have CPR/AED certification by the first day of employment with validity through the Spring 2018 semester (not upon applying)  
- Capable of lifting 50 lbs.

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**Intramural Sport Supervisor (Internal)**

Estimated weekly hours: 12-15  
Pay: $8.50/hour

**Responsibilities:**
- Provide on-site supervision of student officials, participants and facilities  
- Facilitates and administers intramural tournaments and special events  
- Supervises, evaluates and trains student officials  
- Officiate multiple and various intramural contests  
- Enforces intramural sports rules, policies and procedures  
- Perform opening, set-up, break down, and closing of facilities and equipment.  
- Verify player eligibility and sign-in participants  
- Monitors facility/equipment for safety and enforces risk management procedures amongst participants, spectators and staff members  
- Provides first responder care for emergencies as needed  
- Performs administrative duties including reporting game statistics and completing forms, reports and game sheets  
- Provides program information including sport schedules, deadlines, policies, and registration processes  
- Positively promotes all programs and services for the department of Campus Recreation and Wellness both in and out of the Campus Recreation Center. This includes participation in CR&W events, taking advantage of volunteer opportunities, and maintaining good sportsmanship during all activities  
- Represents Intramural Sports on and off campus, making sure your well displayed and respected by others  
- Assist with departmental events as needed  
- Other duties as assigned

**Specific Qualifications:**
• Must have CPR/AED and First Aid certification by the first day of employment with validity through the Spring 2018 semester (not upon applying)
• Able to lift at least 50 pounds and stand/move continuously for up to four hours at a time
• Must have worked for CRW as Intramural Sport Official.
• Capable of lifting 50 lbs.

Field Technician

Average Weekly Hours: 6-8
Pay: $7.25/hour

Responsibilities:
• Perform routine field maintenance procedures.
• Provide weekly checks for risk management concerns
• Perform pre-sport field preparation procedures.
• Mark and paint field lines for Intramural and Club Sports.
• Use of heavy painting and field equipment
• Other duties as assigned

Specific Qualifications:
• Capable of lifting 50 lbs.
• Available to work during weekdays before 4pm.

Club Sport Supervisor

Estimated weekly hours: 4-15
Pay: $8.50/hour

Responsibilities:
• Serve as the on-site administrator of Club Sport home matches including supervision of participants and facilities
• Perform member audits at club practices as assigned
• Enforce CRW and Club Sport rules, policies and procedures
• Assist in the coordination of site preparedness including field and equipment set up and breakdown
• Monitor facility/equipment for safety and enforce risk management procedures amongst participants, spectators and staff members
• Act as the first responder to any injuries, incidents, or problems that may arise on site and ensure the initiation and follow through of the Emergency Action Plan when necessary
• Assist in making final decisions regarding playing status due to inclement weather
• Ensure compliance with all NCAA, WCU Athletics, Campus Recreation and Wellness, Club Sport Leagues, and University regulations, as well as sportsmanship and conduct guidelines
• Oversee the actions of all Club Sport participants, coaches, and spectators to promote good sportsmanship and manage misconduct
• Performs administrative duties including recording game statistics and completing forms, reports and game sheets
• Assist with other department events as needed
• Other duties as assigned

Specific Qualifications:
• American Red Cross or American Heart Association Adult First Aid/CPR/AED Certification by the first day of employment with validity through the Spring 2018 semester (not upon applying)
• Capable of lifting 50 lbs.
• Stand/move continuously for up to four hours at a time
• Must have current employment with CRW or serve as a Club Sport Officer.

**Fitness Assistant**

Estimated weekly hours: 8-12 hours  
Pay: $7.25

**Responsibilities:**
- Attend mandatory staff training
- Circulate throughout the Campus Recreation Center offering assistance with various equipment as well as clean/disinfect equipment once a member is finished using it
- Maintain the free weight area in an orderly fashion and re-racking weights when left unattended
- Ensuring safety by encouraging spotters if patrons are using heavy weights, assisting if they are not using equipment properly, orientating participants to fitness equipment as needed
- Educate patrons on how to use fitness equipment in the Campus Recreation Center
- Ability to communicate with participants and provide motivation for continued participation in physical activity and healthy living.
- Appropriately submit work orders for fitness equipment as necessary
- Assist with Campus Recreation Center daily operations

**Specific Qualifications:**
- Must have CPR/AED certified by the first day of employment with validity through the Spring 2019 semester (not upon applying)
- Capable of lifting 50 lbs.

**Group Exercise Instructor**

Estimated weekly hours: 2-5  
Pay: $8.00/hour

**Responsibilities:**
- Lead safe and effective group exercise classes for faculty, staff, students and other members enrolled in program
- Must be energetic, personable and reliable
- Must arrive early to set up equipment and go over basic safety tips according to the class type
- Must be knowledgeable of all policies and procedures of the Campus Recreation Center
- Must be able to answer general questions regarding fitness related topics and exercise principles
- Must maintain a neat and orderly work area; participation records must be kept accurately
- Must ensure safety to the best of ability by diligently observing participants for signs of extreme fatigue, heat illness, stroke, etc; must be readily prepared to handle emergency situations
- Positive encouragement with no discrimination towards age, ability or skill level
- Other duties as assigned

**Specific Qualifications:**
- American Red Cross Adult CPR/AED Certification by the first day of employment with validity through the Fall 2019 semester (not upon applying)
- Certification is not required for employment, however, highly encouraged and recommended for professional development; However, certification is required for patented programs (Zumba, Turbokick, and PiYo) and Yoga. Instructor experience required for all other classes or participation in the in-house Instructor Training Course
Certified Personal Trainer

Estimated weekly hours: Dependent on Client Load
Pay: $8.00/hour

Responsibilities:
- Develop exercise programs to encourage/motivate client through training and sports enhancement, conduct fitness assessments, consultations, exercise prescription and personal training following the American College of Sports Medicine guidelines
- Conduct fitness programs for Campus Recreation & Wellness, Residential Living and other WCU departments as assigned by the Assistant Director for Fitness & Wellness with Campus Recreation & Wellness
- Must be passionate about fitness/wellness, enthusiastic, and personable with excellent customer service skills
- Track individual client progress from start to finish while documenting each and every session in detail
- Accurate records must be kept in each client’s personal file
- Must keep client’s files CONFIDENTIAL at all times and all client’s documents locked in the filing cabinet in the assessment room.
- Other duties as assigned

Specific Qualifications:
- American Red Cross Adult CPR/AED Certification by the first day of employment with validity through the Spring 2019 semester (not upon applying)
- Must have recognized National Personal Training Certification

Certified Personal Trainer (Exercise for Mental Health Designation)

Estimated weekly hours: Dependent on Client Load
Pay: $10.00/hour

Responsibilities:
- Provide initial client fitness assessments and consultations
- Provide equipment/exercise orientations within the Campus Recreation Center
- Develop safe and effective exercise programs to encourage and motivate clients
- Attend Campus Recreation and Wellness and mental health related trainings
- Communicate regularly with the Director of Campus Recreation and Wellness and CAPS staff regarding client concerns
- Must be passionate about fitness/wellness, enthusiastic, and personable with excellent customer service skills
- Track individual client progress from start to finish while documenting each and every session in detail
- Accurate records must be kept in each client’s personal file
- Must keep client’s files CONFIDENTIAL at all times and all client’s documents locked in the filing cabinet in the assessment room
- As needed, work campus events that can promote exercise for mental health
- Other duties as assigned

Specific Qualifications:
- American Red Cross Adult CPR/AED Certification by the first day of employment with validity through the Spring 2020 semester (not upon applying)
• Must have recognized National Personal Training Certification

Graphic Design Assistant

Estimated weekly hours: 8-10 hours
Pay: $8.00

Responsibilities:
• Knowledgeable about graphic design
• Utilize the Adobe Suite (InDesign, Illustrator, etc.) to create ads, banners, t-shirts, and other items for the department
• Collaborate with the Student Affairs Graphic Designer and Creative Services to meet University branding guidelines
• Collaborate with the Print Shop as needed to meet print deadlines
• Ability to prioritize and meet deadlines
• Ability to work independently on projects
• Ability to work and communicate well in a busy office environment
• Ability to accept constructive feedback and revise projects in a professional manner
• Ability to proofread
• Other duties as assigned

Specific Qualifications:
• Must have some previous formal training in graphic design
• Experience with the Adobe Suite required
• Detail-oriented
• Photography or videography experience is not required, but is desirable

Office Assistant

Estimated weekly hours: 8-10 hours
Pay: $7.25

Responsibilities:
• Uses excellent customer service to handle member services during after hours periods
• Handles after hours transactions and tracking for CRW deposits in alignment with University procedures and established protocols
• Copies, creates, files and maintains CRW forms for after hours and new member packets
• Accurately maintains statistical and member databases in excel and office applications for Reid Pool, the Campus Recreation Center, and Group Exercise
• Assists CRC Supervisors and Recreation Assistants in answering member questions
• Assists at CRW events with registration and after hours transactions. Communicates regularly with the Administrative Support Specialist
• Creates and maintains bulletin boards. Assists with Campus Recreation Center daily operations as needed
• Other duties as assigned.

Specific Qualifications:
• Must have attention to detail and organization
• Must be professional, friendly, approachable, respectful, and hardworking
• Must have knowledge of all CRW policies, procedures, and programs
• Previous experience working for Campus Recreation & Wellness or other customer service experience is preferred
• Must be available for work schedule during the semester: Monday – Thursdays, 5pm-7pm

BCC Adventure Shop Specialist

Estimated weekly hours: 4-8
Pay: $7.25

Responsibilities:
• Assist BCC Pro Staff with administrative duties and the day-to-day operations of the Adventure Shop.
• Provide leadership and customer service that maintains a safe, inclusive and welcoming environment
• Check BCC email account and respond to patrons in a timely manner.
• Checkout rental gear to patrons; showing how to use and care for it and making sure all gear is in proper working order and all pieces are accounted for before gear is rented
• Contact patrons who have gear out and remind them of return date.
• Assist in registering patrons for BCC trips and programs
• Make sure all registered participants have been contacted about their trip.
• Assist Trip Leaders with packing out trips – gear and food
• Maintain an updated Money Log and financial records of all BCC transactions
• Help to keep the BCC Adventure Shop tidy and clean
• Keep up with paperwork and day to day tasks
• Facilitate yearly outdoor equipment inventories and help with cleaning and repairing gear
• Attends mandatory refresher staff trainings at the start of each semester.
• Attend monthly All BCC Staff monthly meetings
• Assist in the evaluation and improvement of existing operations/programs.
• Assist in the development of marketing materials related to adventure trips.
• Other duties as assigned

Specific Expectations
• Must obtain CPR/AED certification by the first week of employment
• Must be able to work at least one shop shift per week. –Shop Shift Hours-Monday-11am-2pm, 2pm-5pm, Tuesday, Wednesday, Thursday 12pm-2pm, 2pm-5pm, Friday 10am-2pm, 2pm--5pm.
• Must be able to lift 50lbs
• Timely Communication – responds to emails in 24-36 hours.
• Well-rounded individual with experience in the outdoor industry.
• Computer proficient and knowledgeable in the use of Microsoft Word, Excel applications and Google Docs.
• Possess appropriate and effective verbal and written communication skills
• Ability to guide, direct, and motivate other people.
• Able to think independently, be creative and work productively in a fast paced environment.
• Proficiency in systems and procedures common to the outdoor industry.

BCC Climbing Wall Apprentice/Technician

Estimated weekly hours: 8-12
Pay Range: $7.25

Responsibilities
• Provide leadership and customer service that maintains a safe, inclusive and welcoming environment for patrons and staff alike.
• Complete 15 hours (max 30hrs) of apprenticeship, prior to checking off as a CW Technician. Check-off must happen with BCC Climbing Wall Manager or Associate Director.
• Assist in signing in patrons at the climbing wall, verifying they have completed the necessary liability waiver and are entered into the computer.
• Is timely/prompt to all shifts and wearing staff shirt and closed toed shoes
• Complete opening shift gear and rope inspection and note any issues in the Gear and Inspection Log
• Complete a closing and cleaning of the wall at the end of each shift
• General maintenance of the facility including the timely fix of loose and broken holds, taping of holds, organization of equipment, inventory, and cleaning as appropriate.
• Attends mandatory refresher staff trainings at the start of each semester.
• Attends mandatory All BCC Staff monthly meetings
• Willing to attend and work special programs and events such as Rock and Rumble Climbing Competition
• Assist in the evaluation and improvement of existing operations/programs.
• Ensure that near misses and accidents are properly documented.
• Assist in boulder problem route setting development.
• Other duties as assigned

Specific Expectations
• Must obtain CPR/AED certification by the first week of employment
• Must be belay certified at the CRC Climbing Wall
• Ideally working towards, or have completed an AMGA CWI certification
• Passion for outdoor experiential education and the natural environment
• Investment in the growth and development of others
• Timely Communication – responds to emails in 24-36 hours.
• Must be able to lift 50lbs
• Well-rounded individual with experience in the climbing industry.
• Understanding of Outdoor Programs mission and program operations
• Computer proficient and knowledgeable in the use of Microsoft Word and Excel applications and Google Docs.
• Ability to guide, direct, and motivate other people.
• Able to think independently, be creative and work productively in a fast paced environment.
• Proficiency in systems and procedures common to the climbing wall industry.

BCC Climbing Wall Shift Supervisor (Internal)

Estimated Weekly Hours: 8-12
Pay: $8.50

Responsibilities
• Provide leadership and customer service that maintains a safe, inclusive and welcoming environment for patrons and staff alike.
• This individual is the point-person while working.
• Assist in signing in patrons at the climbing wall, verifying they have completed the necessary liability waiver and are entered into the computer.
• Is timely/prompt to all shifts and wearing staff shirt and closed toed shoes
• Complete opening shift gear and rope inspection and note any issues in the Gear and Inspection Log
• Complete a closing and cleaning of the wall at the end of each shift
• General maintenance of the facility including the timely fix of loose and broken holds, taping of holds, organization of equipment, inventory, and cleaning as appropriate.
• Attends mandatory refresher staff trainings at the start of each semester.
• Attends mandatory All BCC Staff monthly meetings
• Willing to attend and work special programs and events such as Rock and Rumble Climbing Competition
• Assist in the evaluation and improvement of existing operations/programs.
• Ensure that near misses and accidents are properly documented.
• Assist in boulder problem route setting development

Specific Expectations

• An AMGA CWI certification is preferred, though not required
• Must have worked as a BCC Climbing Wall Technician for at least 2 semesters
• Must be able to lift 50lbs
• Punctual
• Passion for outdoor experiential education and the natural environment
• Belief in the inherent worth and dignity of all people
• Investment in the growth and development of others
• Timely Communication – responds to emails in 24-36 hours.
• Well-rounded individual with experience in the climbing industry.
• Understanding of Outdoor Programs mission and program operations
• Computer proficient and knowledgeable in the use of Microsoft Word and Excel applications and Google Docs.
• Possess appropriate and effective verbal and written communication skills
• Ability to guide, direct, and motivate other people.
• Able to think independently, be creative and work productively in a fast paced environment
• Proficiency in systems and procedures common to the climbing wall industry

BCC Route Setter (Internal)

Estimated Weekly Hours: 2-8 hours per two-week period
Pay: $7.25

Responsibilities

• Provide leadership and customer service that maintains a safe, inclusive and welcoming environment for patrons and staff alike.
• Create boulder problems and/or routes that are both approachable for beginners and challenging for advanced climbers.
• Understand proper technique for installing holds and marking of routes/problems.
• Maintain any problems/routes you set, and assist in maintaining all routes/problems through re-taping and/or tightening of holds.
• Understand and manage risk and practice safe techniques when setting at the Climbing Wall.
• Is timely/prompt to all shifts and wearing staff shirt and closed toed shoes
• Willing to set for special programs and events such as Rock and Rumble Climbing Competition
• Assist in the evaluation and improvement of existing operations/programs.
• Ensure that near misses and accidents are properly documented.

Expectations

• Must obtain CPR/AED certification prior to employment.
• Previous experience with route or boulder problem setting at a climbing gym.
• Must be able to lift 50lbs.
• Punctual.
• Passion for outdoor experiential education and the natural environment.
• Belief in the inherent worth and dignity of all people.
• Investment in the growth and development of others.
• Timely Communication – responds to emails in 24-36 hours.
• Well-rounded individual with experience in the climbing industry.
• Understanding of Outdoor Programs mission and program operations.
• Computer proficient and knowledgeable in the use of Microsoft Word and Excel applications and Google Docs.
• Possess appropriate and effective verbal and written communication skills.
• Ability to guide, direct, and motivate other people.
• Able to think independently, be creative and work productively in a fast paced environment.
• Proficiency in systems and procedures common to the climbing wall industry.

BCC Route Setter Supervisor (Internal)

Estimated Weekly Hours: 2-5 hours per week (certain times during the semester may require longer hours, due to competition setting)
Pay: $8.50

Responsibilities
• Promote the missions of Campus Recreation and Wellness and Base Camp Cullowhee.
• Maintain advanced knowledge of Campus Recreation Center and facility rules, regulations, and policies.
• Provide leadership and customer service that maintains a safe, inclusive and welcoming environment for patrons and staff alike.
• Collaborate with the Climbing Wall Manager/Associate Director to determine route setting goals.
• Supervise Route Setters – recruit, train, schedule, motivate, and provide feedback to setters
• Create boulder problems and/or routes that are both approachable for beginners and challenging for advanced climbers.
• Create a stripping and setting schedule that works with the flow of the semester.
• Keep route setting equipment organized and in good working order, notify CWM when supplies are low
• Maintain reporting system for new purchases such as holds, tape, bolts, etc.
• Understand proper technique for installing holds and marking of routes/problems.
• Provide professional development and continued support for experienced setters
• Understand and manage risk and practice safe techniques when setting at the Climbing Wall.
• Willing to set for special programs and events such as Rock and Rumble Climbing Competition
• Assist in the evaluation and improvement of existing operations/programs.
• Ensure that near misses and accidents are properly documented.

Expectations
• Must obtain CPR/AED certification prior to employment.
• Applicant must have undergone Climbing Wall Supervisor training and checked off as Supervisor
• Previous experience with route or boulder problem setting at a climbing gym.
• Well-rounded individual with experience in the climbing industry, actively climbs indoors and outdoors.
• Extensive rope and anchoring skills related to climbing
• Can climb at the 5.11+ grade and boulder at the V6+ grade
• Must be able to lift 50lbs.
• Ability to develop, implement and enforce rock wall setting policies and procedures
• Belief in the inherent worth and dignity of all people.
• Investment in the growth and development of others.
• Timely Communication – responds to emails in 24-36 hours.
• Understanding of Outdoor Programs mission and program operations.
• Computer proficient and knowledgeable in the use of Microsoft Word and Excel applications and Google Docs.
- Posses appropriate and effective verbal and written communication skills.
- Ability to guide, direct, and motivate other people.
- Ability to take and give constructive feedback related to route/problem setting.
- Able to think independently, be creative and work productively in a fast paced environment.
- Proficiency in systems and procedures common to the climbing wall industry.

**BCC Cycle Shop Technician (Internal)**

Estimated weekly hours: 5-6
Pay: $7.25

**Responsibilities**
- Promote the missions of Campus Recreation and Wellness and Base Camp Cullowhee.
- Must be able to work at least one shift per week (preferably both shifts). – Cycle Shop Hours - Tuesday and Thursday 2:45pm-5:00pm
- Maintain advanced knowledge of Campus Recreation Center and facility rules, regulations, and policies.
- Provide leadership and customer service that maintains a safe, inclusive and welcoming environment.
- Maintain a clean and orderly Cycle Shop.
- Inventory, clean and repair bikes.
- Checkout rental bikes to patrons; showing how to use and care for it and making sure all gear is in proper working order and sizing is done appropriately.
- Keep up with paperwork and day to day tasks.
- Communicate regularly with Adventure Shop Specialists when rentals occur.
- Facilitate yearly cycle shop equipment inventories and help with cleaning and repairing gear.
- Attends mandatory refresher staff trainings at the start of each semester.
- Attends mandatory All BCC Staff monthly meetings.
- Assist in the evaluation and improvement of existing operations/programs.
- Assist in the development of marketing materials related to adventure trips.

**Expectations**
- Must meet the minimum requirements listed on the Cycle Shop Technician Competency Checklist.
- Must obtain CPR/AED certification prior to employment.
- Must meet the minimum requirements listed on the Cycle Shop Technician Competency Checklist.
- Must be able to lift 50lbs.
- Punctual.
- Detail Oriented.
- Timely Communication – responds to emails in 24-36 hours.
- Well-rounded individual with experience in the outdoor industry.
- Understanding of CRW mission and program operations.
- Computer proficient and knowledgeable in the use of Microsoft Word, Excel applications and Google Docs.
- Possess appropriate and effective verbal and written communication skills.
- Ability to guide, direct, and motivate other people.
- Able to think independently, be creative and work productively in a fast-paced environment.
- Proficiency in systems and procedures common to the outdoor industry.

**BCC Trip Instructor (Internal)**

Estimated weekly hours: 0-12
Pay: $9.00
Responsibilities
- Provide leadership and customer service that maintains a safe, inclusive and welcoming environment for patrons and staff alike.
- Will be expected to work at least one-two trips a semester
- Expected to work some weekends and potentially work during university breaks
- Completes any pre-trip responsibilities
- Is timely and prompt to pre-trip meetings and on trip days
- Works with Assistant Director to make sure trip binder is complete.
- Pulls any gear required for trip.
- Attends mandatory refresher staff trainings at the start of each semester.
- Attends mandatory All BCC Staff monthly meetings
- Assist in the evaluation and improvement of existing operations/programs.
- Ensure that near misses and accidents are properly documented.

Specific Expectations
- Must have current CPR and First Aid certification
- Must have worked as a BCC Trip Apprentice
- Must have WFA or higher certification
- Must have attended at least 2 BCC day trips or one overnight trip
- Passion for outdoor experiential education and the natural environment
- Belief in the inherent worth and dignity of all people
- Investment in the growth and development of others
- Timely Communication – responds to emails in 24-36 hours.
- Well-rounded individual with experience in the climbing industry.
- Understanding of Outdoor Programs mission and program operations
- Computer proficient and knowledgeable in the use of Microsoft Word and Excel applications and Google Docs.
- Has completed driver training
- Possesses appropriate and effective verbal and written communication skills
- Ability to guide, direct, and motivate other people.
- Able to think independently, be creative and work productively in a fast paced environment.
- Proficiency in systems and procedures common to the climbing wall industry.

BCC Lead Guide (Internal)

Estimated weekly hours
Pay: $10.00

Responsibilities
- Provide leadership and customer service that maintains a safe, inclusive and welcoming environment for patrons and staff alike.
- Responds to emails in a timely fashion (within 24 hours)
- Will be expected to lead at least one-two trips a semester
- Will be expected to work some weekends and potentially work fall and spring break trips
- Completes any pre-trip responsibilities
- Is timely and prompt to pre-trip meetings and on trip days
- Creates RMP’s for trips.
- Creates menu and does food buys for trips
- Works with Assistant Director to make sure trip binder is complete.
- Pulls any gear required for trip.
- Attends mandatory refresher staff trainings at the start of each semester.
• Attends mandatory All BCC Staff monthly meetings
• Assist in the evaluation and improvement of existing operations/programs.
• Ensure that near misses and accidents are properly documented.

Specific Expectations
• Must have current CPR and First Aid certification
• Must have WFR and previously worked as a BCC Trip Instructor.
• Passion for outdoor experiential education and the natural environment
• Belief in the inherent worth and dignity of all people
• Investment in the growth and development of others
• Timely Communication – responds to emails in 24-36 hours.
• Well-rounded individual with experience in the climbing industry.
• Understanding of Outdoor Programs mission and program operations
• Computer proficient and knowledgeable in the use of Microsoft Word and Excel applications and Google Docs.
• Must have passed driver training
• Possess appropriate and effective verbal and written communication skills
• Ability to guide, direct, and motivate other people.
• Able to think independently, be creative and work productively in a fast paced environment.
• Proficiency in systems and procedures common to the climbing wall industry.