

Job Title: Office Personnel – Touch the Earth

Supervisor: Outdoor Recreation Coordinator

Purpose:

Facilitate Touch the Earth program operation.

Specific Duties and Responsibilities:

- Register customers for Touch the Earth trips
- Check outdoor equipment in and out; this includes inspecting equipment and performing needed maintenance
- Manage trip and equipment rental paperwork
- Operate the cash register
- Disseminate information to customers
- Maintain equipment and load and unload equipment for trips
- Other duties as assigned by the Outdoor Recreation Coordinator

Knowledge, Skills and Abilities:

- Interest in outdoor recreation activities
- Strong communication skills
- Responsible and dependable
- Willingness to learn needed skills; this includes but is not limited to belaying, repairing equipment, etc.
- Current CPR and First Aid certification.
- Interest in leading trips preferred.
- Customer-service oriented
- Prefer prior customer service experience and skill in some outdoor activities.

Minimum Georgia State University Hiring Standard:

- Currently enrolled as a student at Georgia State University

Job Title: Student Assistant – Climbing Wall Supervisor

Supervisor: Outdoor Recreation Coordinator

Purpose:

Supervise participants' use of the climbing wall during open recreation use hours. Facilitate maintenance of wall and area. Responsible for the safety of patrons using the climbing areas.

Specific Duties and Responsibilities:

- Ready the climbing wall facility for use during open recreation times
- Supervise participants for proper access and proper use of the wall
- Maintain facility to include clean-up, equipment maintenance and route setting.
- Belay patrons using the climbing wall; this includes top rope and lead belaying.
- Manage safety and risk issues while in use by participants and for facility maintenance.

Knowledge, Skills and Abilities:

- Strong skill climbing and belaying experience
- Interest in outdoor recreation activities
- Strong communication skills
- Willingness to learn needed skills; this includes but is not limited to belaying, repairing equipment, etc.

- Responsible and dependable, safety conscious
- Current CPR and First Aid certification.
- Customer-service oriented
- Prefer prior customer service experience and skill in some outdoor activities.

Minimum Georgia State University Hiring Standard:

- Currently enrolled as a student at Georgia State University
- Previous work with a climbing wall and route setting preferred

Job Title: Trip Leader & Instructor (Volunteer)

Supervisor: Outdoor Recreation Coordinator

Purpose:

Conduct instructional trips with participants and co-leaders.

Specific Duties and Responsibilities:

- Teach participants proper outdoor etiquette and techniques; this is dependent on the type of trip offered and the Instructors area of expertise.
- Lead groups of participants on specialized outdoor activities.
- Create an awareness and understanding of outdoor policies and expected conduct such as Leave No Trace.
- “Certify” participants for obtaining skills that allow them to sign up for advanced instructional trips.

Knowledge, Skills and Abilities:

- Interest in outdoor recreation activities and focused area of expertise
- Obtain van certification with the Department of Recreational Services
- Strong communication skills for teaching
- Responsible and dependable, safety conscious
- Current CPR and First Aid certification.
- Customer-service oriented and able to provide a mitigated-risk group led environment

Minimum Georgia State University Hiring Standard:

- Willing to perform duties as a signed Volunteer
- Preferred previous work with an outfitter or recreation program leading similar trips.