Falcon Outdoor Adventures (FOA) Staff  
Position Description  
Campus Recreation • University of Wisconsin-River Falls

Title: Falcon Outdoor Adventures Staff  
Department: Campus Recreation  
Reports to: Outdoor Recreation Coordinator  
Assistant Director of Recreation  
Appointment: Academic year 2017-18  
Start Date: September 2017  
Remuneration: Hourly Pay beginning at $8.00/hour

Position Summary
This position will involve all areas of the Falcon Outdoor Adventure's (FOA) programming including the Rental Center, Climbing Wall, Outdoor Trips Program, and Bike Shop. FOA Staff report to the Outdoor Recreation Coordinator and Student Supervisors. Responsibilities include equipment rental/repair and rental center operations, climbing wall operations and special events, outdoor trips logistics, preparation, and facilitation, and (if applicable) Bike Shop operations. This position may require night and/or weekend hours.

Responsibilities
A. Maintain a high level of customer service for all patrons of FOA activities  
B. Handle monetary transactions, including checking-in and checking-out of the FOA cash drawer  
C. Work FOA rental center and climbing wall hours in addition to mandatory staff meetings  
D. Assist with FOA sponsored trips  
E. Assist with inventory counts  
F. Conduct routine safety checks on climbing surfaces and equipment  
G. Communicate effectively with FOA Coordinator and Assistant Director of Recreation regarding scheduling, patron requests, customer service concerns, and purchasing  
H. Ensure all required paperwork is completed in its entirety (climbing wall and rental center)  
I. Help evaluate FOA program and offer new ideas and methods of program administration.  
J. Actively recruit potential employees  
K. Represent the program and department with integrity  
L. Attend professional development workshops and conferences to help improve the program  
M. Other duties as assigned

Minimum Qualifications and Conditions of Employment
A. Must be a student enrolled at UWRF  
B. Maintain a minimum cumulative grade point average of 2.0 or higher before and during employment.  
C. Must be able to attend spring and fall training activities  
D. Must become belay certified on climbing wall  
E. Must be able to lift up to 50 lbs  
F. Possess the ability to work as part of a team  
G. Have the ability to problem solve and adapt

Preferred Qualifications
A. Outdoor experience, physically fit, experience in program planning, strong organizational skills and leadership experience is desirable  
B. CPR/1st Aid certified  
C. Wilderness 1st Aid certified  
D. Willingness to work during the winter and summer