



## **Outdoor and Adventure Pursuits Job Descriptions**

*Level 1: Bike Cave Attendant (Entry Level)*

*Level 2: Bike Cave Manager (Promotional Opportunity)*

*Level 3: Bike Cave Supervisor (Promotional Opportunity)*

*Level 1: Climbing Wall Attendant (Entry Level)*

*Level 1: Climbing Wall Instructor (Entry Level)*

*Level 1: Climbing Wall Routesetter (Entry Level)*

*Level 2: Climbing Wall Manager (Promotional Opportunity)*

*Level 3: Climbing Wall Supervisor (Promotional Opportunity)*

*Level 1: Outdoor and Adventure Pursuits (OAP) Instructor (Entry Level)*

*Level 1: Outdoor Rental Center Attendant (Entry Level)*

*Level 2: Outdoor Rental Center Manager (Promotional Opportunity)*

*Level 3: Outdoor Rental Center Supervisor (Promotional Opportunity)*

### **Level 1: Bike Cave Attendant Job Description**

Bike Cave Attendants oversee the daily operations of the Bike Cave, patrons, and programs while on duty. This oversight provides promoting an inclusive environment for students and public, cleaning and shop maintenance, and programming.

#### **Bike Cave Attendant Job Responsibilities**

- Monitor activities and usage throughout the Bike Cave
- Be knowledgeable of all campus recreation policies and guidelines, enforce policies as needed
- Complete bike cave cleaning and daily tasks to maintain cleanliness of the facility
- Maintain organization of equipment within bike cave
- Wear appropriate staff uniform and model professional work behaviors
- Respond to emergency situations according to established departmental protocols that include care for injured, initiation of Emergency Response Plans, notification of appropriate university authorities, and completion of paperwork.
- Attend required training sessions and meetings

#### **Professional Skills to be gained:**

- Initiative
- Accountability
- Collaboration
- Problem Solving
- Professionalism

#### **Required Job Qualifications**

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- Current University of Pittsburgh undergraduate or graduate student
- Ability to lift up to 45 pounds and stand on your feet/be mobile for up to 4 hours
- Willingness to work nights and weekends
- Prior bike repair experience is preferred, but not required.

#### **Additional Information**

- **Position Type:** Entry Level
- **Pay Rate:** \$10.00 per hour
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- **Required Documents:** Resume
- **Optional Documents:** Cover Letter – Strongly Encouraged
- **Does this position require FWS award?** No
- **Application Instructions:** All applications must be submitted through Pitt Talent System

### **Level 2: Bike Cave Manager Job Description**

Bike Cave Managers oversee the daily operations of the facility, participants, and programs while on duty. This position is responsible for hiring and training new employees, scheduling, reporting facility needs, and risk management. In addition, Bike Cave Managers supervise on shift personnel.

#### **Bike Cave Manager Job Responsibilities**

- Provide direct supervision and guidance to Bike Cave Attendants.
- Ensure staff are present, in uniform, in designate position and completing assigned tasks
- Contact missing Bike Cave Attendants and fill in onsite positions as needed
- Ensure all facility policies and guidelines are being upheld.
- Complete hourly participation counts and all accompanying manager paperwork.
- Collaborate with Assistant Director, Outdoor and Adventure Pursuits as needed to handle accidents and incidents within the Campus Recreation and Wellness Center
- Ensure facility is opened and closed properly according to daily facility hour schedules
- Assist with events and facility reservations taking place on shift
- Respond to emergency situations according to established departmental protocols that include care for injured, initiation of Emergency Response Plans, notification of appropriate university authorities, and completion of paperwork.
- Attend required training sessions and meetings

#### **Professional Skills to be gained:**

- Leadership
- Conflict Management
- Collaboration
- Situational Awareness
- Professionalism

#### **Required Job Qualifications**

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- University of Pittsburgh undergraduate or graduate student
- Ability to lift up to 45 pounds and stand on your feet/be mobile for up to 4 hours
- Teamwork, critical thinking, and communication skills are key aspects of performance in this role
- Provide onboarding training to Bike Cave Attendants

#### **Additional Information**

- **Position Type:** Promotional Opportunity for current Bike Cave Attendants
- **Pay Rate:** \$12.00 per hour
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- **Required Documents:** Resume and Cover Letter
- **Does this position require FWS award?** No
- **Application Instructions:** Must submit all required documents to the Assistant Director, Outdoor and Adventure Pursuits. ***Internal applicants only***

### **Level 3: Bike Cave Supervisor Job Description**

The Bike Cave Supervisor is responsible for providing administrative leadership and oversight to Bike Cave Attendants and Managers at the Campus Recreation. This role encompasses creating and maintaining schedules, assisting in hiring processes, leading training initiatives, and ensuring smooth operation of biking programs. The Bike Cave Supervisor will also collaborate closely with the Assistant Director of Outdoor and Adventure Pursuits to maintain safety, compliance, and exceptional service within the facility. To apply to be a supervisor, we prefer you to have AT LEAST one year of Bike Cave Attendant experience.

#### **Bike Cave Supervisor Job Responsibilities**

- Develop and maintain schedules for Bike Cave Managers and Attendants to ensure sufficient staffing coverage.
- Assist with the hiring, interviewing, and onboarding process for new Bike Cave Managers and Attendants.
- Lead and coordinate the onboarding and training process for new Bike Cave Managers, Attendants.
- Conduct regular check-ins and training sessions to reinforce safety protocols, risk management procedures, and facility policies.
- Oversee the coordination of events and reservations that take place at the facility.
- Ensure effective communication with Bike Cave Managers regarding facility needs, staffing, and operational concerns.
- Collaborate with the Assistant Director, Outdoor and Adventure Pursuits, to address incidents, accidents, and emergency response plans.
- Uphold and enforce all policies, guidelines, and emergency response protocols to ensure a safe environment for all patrons and staff.
- Maintain inventory and ensure readiness of first aid supplies, parts and tools, and other necessary materials.
- Serve as a mentor and leader to all bike cave staff, fostering professional development and promoting teamwork.
- Provide direct supervision of bike cave operations during 1-2 shifts per week.

#### **Professional Skills to be gained:**

- Leadership Development
- Conflict Resolution
- Training and Development
- Risk Management
- Effective Communication and Collaboration
- Professionalism and Situational Awareness

#### **Required Job Qualifications**

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- Provide onboarding training to Bike Cave Attendants
- University of Pittsburgh undergraduate or graduate student
- Ability to lift up to 45 pounds and stand on your feet/be mobile for up to 4 hours
- Teamwork, critical thinking, and communication skills are key aspects of performance in this role

#### **Additional Information**

- **Position Type:** Promotional Opportunity for current Bike Cave Attendants and Managers
- **Pay Rate:** \$14.00 per hour
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week;

days/times TBD based on facility hours

- **Required Documents:** Resume and Cover Letter
- **Does this position require FWS award?** No
- **Application Instructions:** Must submit all required documents to the Assistant Director, Outdoor and Adventure Pursuits. ***Internal applicants***

### **Level 1: Climbing Wall Attendant Job Description**

Climbing Wall Attendants oversee the daily operations of the facility, participants, and programs while on duty. This oversight includes policy enforcement, cleaning, climb wall maintenance, and providing care to patrons in the event of an injury.

#### **Climbing Wall Attendant Job Responsibilities**

- Monitor activities and usage throughout the facility
- Be knowledgeable of all campus recreation policies and guidelines, enforce policies as needed
- Complete climbing wall cleaning and daily tasks to maintain cleanliness of the facility
- Maintain organization of equipment within climbing wall facility
- Wear appropriate staff uniform and model professional work behaviors
- Respond to emergency situations according to established departmental protocols that include care for injured, initiation of Emergency Response Plans, notification of appropriate university authorities, and completion of paperwork.
- Attend required training sessions and meetings

#### **Professional Skills to be gained:**

- Initiative
- Accountability
- Collaboration
- Problem Solving
- Professionalism

#### **Required Job Qualifications**

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- Obtain Belay Certification within 30 days of start date.
- Current University of Pittsburgh undergraduate or graduate student
- Ability to lift up to 45 pounds and stand on your feet/be mobile for up to 4 hours
- Willingness to work nights and weekends

#### **Additional Information**

- **Position Type:** Entry Level
- **Pay Rate:** \$10.00 per hour
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- **Required Documents:** Resume
- **Optional Documents:** Cover Letter – Strongly Encouraged
- **Does this position require FWS award?** No
- **Application Instructions:** All applications must be submitted through Pitt Talent System

### **Level 1: Climbing Wall Instructor Job Description**

Climbing Wall Instructors oversee the daily operations of the facility, participants, and programs while on duty. This oversight includes policy enforcement, facilitating programming, and providing care to patrons in the event of an injury.

#### **Climbing Wall Attendant Job Responsibilities**

- Monitor activities and usage throughout the facility
- Lead climb wall programming
- Be knowledgeable of all campus recreation policies and guidelines, enforce policies as needed
- Complete prepping and cleaning of climbing wall while programming
- Maintain organization of equipment within climbing wall facility
- Wear appropriate staff uniform and model professional work behaviors
- Respond to emergency situations according to established departmental protocols that include care for injured, initiation of Emergency Response Plans, notification of appropriate university authorities, and completion of paperwork.
- Attend required training sessions and meetings

#### **Professional Skills to be gained:**

- Initiative
- Accountability
- Collaboration
- Problem Solving
- Professionalism

#### **Required Job Qualifications**

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- Obtain Belay Certification within 30 days of start date.
- Current University of Pittsburgh undergraduate or graduate student
- Ability to lift up to 45 pounds and stand on your feet/be mobile for up to 4 hours
- Willingness to work nights and weekends

#### **Additional Information**

- **Position Type:** Entry Level
- **Pay Rate:** \$10.00 per hour (Office Rate) and \$15.00 per hour (Instructor Rate)
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- **Required Documents:** Resume
- **Optional Documents:** Cover Letter – Strongly Encouraged
- **Does this position require FWS award?** No
- **Application Instructions:** All applications must be submitted through Pitt Talent System

### **Level 1: Climbing Wall Routesetter Job Description**

Climbing Wall Routesetters oversee the daily operations of the facility, participants, and safety while on duty. This oversight includes policy enforcement, cleaning, climb wall maintenance, and providing care to patrons in the event of an injury.

#### **Climbing Wall Attendant Job Responsibilities**

- Monitor activities and usage throughout the facility
- Be knowledgeable of all campus recreation policies and guidelines, enforce policies as needed
- Follow safety standards for routesetting
- Maintain organization of equipment within climbing wall facility
- Wear appropriate staff uniform and model professional work behaviors
- Respond to emergency situations according to established departmental protocols that include care for injured, initiation of Emergency Response Plans, notification of appropriate university authorities, and completion of paperwork.
- Attend required training sessions and meetings

#### **Professional Skills to be gained:**

- Initiative
- Accountability
- Collaboration
- Problem Solving
- Professionalism

#### **Required Job Qualifications**

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- Obtain Belay Certification within 30 days of start date.
- Current University of Pittsburgh undergraduate or graduate student
- Ability to lift up to 45 pounds and stand on your feet/be mobile for up to 4 hours
- Willingness to work nights and weekends

#### **Additional Information**

- **Position Type:** Entry Level
- **Pay Rate:** \$11.00 per hour
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- **Required Documents:** Resume
- **Optional Documents:** Cover Letter – Strongly Encouraged
- **Does this position require FWS award?** No
- **Application Instructions:** All applications must be submitted through Pitt Talent System

### **Level 2: Climbing Wall Manager Job Description**

Climbing Wall Managers oversee the daily operations of the facility, participants, and programs while on duty. This position is responsible for hiring and training new employees, scheduling, reporting facility needs, and risk management. In addition, Climbing Wall Managers supervise on shift personnel.

#### **Climbing Wall Manager Job Responsibilities**

- Provide direct supervision and guidance to Climbing Wall Attendants.
- Ensure staff are present, in uniform, in designate position and completing assigned tasks
- Contact missing Climbing Wall Attendants and fill in onsite positions as needed
- Ensure all facility policies and guidelines are being upheld.
- Complete hourly participation counts and all accompanying manager paperwork.
- Collaborate with Assistant Director, Outdoor and Adventure Pursuits as needed to handle accidents and incidents within the Campus Recreation and Wellness Center
- Ensure facility is opened and closed properly according to daily facility hour schedules
- Assist with events and facility reservations taking place on shift
- Respond to emergency situations according to established departmental protocols that include care for injured, initiation of Emergency Response Plans, notification of appropriate university authorities, and completion of paperwork.
- Attend required training sessions and meetings

#### **Professional Skills to be gained:**

- Leadership
- Conflict Management
- Collaboration
- Situational Awareness
- Professionalism

#### **Required Job Qualifications**

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- Provide onboarding training and belay certifications to Climb Wall Attendants
- University of Pittsburgh undergraduate or graduate student
- Ability to lift up to 45 pounds and stand on your feet/be mobile for up to 4 hours
- Teamwork, critical thinking, and communication skills are key aspects of performance in this role

#### **Additional Information**

- **Position Type:** Promotional Opportunity for current Climbing Wall Attendants
- **Pay Rate:** \$12.00 per hour
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- **Required Documents:** Resume and Cover Letter
- **Does this position require FWS award?** No
- **Application Instructions:** Must submit all required documents to the Assistant Director, Outdoor and Adventure Pursuits. ***Internal applicants only.***

### **Level 3: Climbing Wall Supervisor Job Description**

The Climbing Wall Student Supervisor is responsible for providing administrative leadership and oversight to Climbing Wall Managers, Attendants, Instructors and Routesetters at the Campus Recreation and Wellness Center. This role encompasses creating and maintaining schedules, assisting in hiring processes, leading training initiatives, and ensuring smooth operation of climbing wall activities and programs. The Climbing Wall Student Supervisor will also collaborate closely with the Assistant Director of Outdoor and Adventure Pursuits to maintain safety, compliance, and exceptional service within the facility. To apply to be a supervisor, we prefer you to have AT LEAST one year of Climbing Wall Attendant experience.

#### **Climbing Wall Manager Job Responsibilities**

- Develop and maintain schedules for Climbing Wall Managers and Attendants to ensure sufficient staffing coverage.
- Assist with the hiring, interviewing, and onboarding process for new Climbing Wall Managers and Attendants.
- Lead and coordinate the onboarding, training, and belay certification process for new Climbing Wall Managers, Attendants, Instructors and Routesetters.
- Conduct regular check-ins and training sessions to reinforce safety protocols, risk management procedures, and facility policies.
- Oversee the coordination of events and reservations that take place at the climbing wall facility.
- Ensure effective communication with Climbing Wall Managers regarding facility needs, staffing, and operational concerns.
- Collaborate with the Assistant Director, Outdoor and Adventure Pursuits, to address incidents, accidents, and emergency response plans.
- Uphold and enforce all policies, guidelines, and emergency response protocols to ensure a safe environment for all patrons and staff.
- Maintain inventory and ensure readiness of first aid supplies, climbing equipment, and other necessary materials.
- Serve as a mentor and leader to all climbing wall staff, fostering professional development and promoting teamwork.
- Provide direct supervision of climbing wall operations during 1-2 shifts per week.

#### **Professional Skills to be gained:**

- Leadership Development
- Conflict Resolution
- Training and Development
- Risk Management
- Effective Communication and Collaboration
- Professionalism and Situational Awareness

#### **Required Job Qualifications**

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- Provide onboarding training and belay certifications to Climb Wall Attendants
- University of Pittsburgh undergraduate or graduate student
- Ability to lift up to 45 pounds and stand on your feet/be mobile for up to 4 hours
- Teamwork, critical thinking, and communication skills are key aspects of performance in this role

#### **Additional Information**

- **Position Type:** Promotional Opportunity for current Climbing Wall Attendants
- **Pay Rate:** \$14.00 per hour
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week;

days/times TBD based on facility hours

- **Required Documents:** Resume and Cover Letter
- **Does this position require FWS award?** No
- **Application Instructions:** Must submit all required documents to the Assistant Director, Outdoor and Adventure Pursuits. ***Internal applicants only.***

### **Level 1: Outdoor and Adventure Pursuits (OAP) Instructor Job Description**

Outdoor and Adventure Pursuits (OAP) Instructors oversee the planning and execution of programs while on duty. This position is responsible scheduling and risk management.

#### **OAP Instructor Job Responsibilities**

- Must adhere to University Campus Recreation policy for instructing, attendance, and conduct.
- Plan and lead engaging classes suitable for participants of various physical levels.
- Demonstrate proper techniques and provide clear instructions during sessions.
- Motivate and inspire class participants to achieve their goals.
- Ensure a safe and inclusive environment by monitoring participants and addressing any concerns promptly.
- Stay updated on outdoor industry trends and incorporate innovative elements into classes.
- Maintain a positive and approachable demeanor to foster a supportive outdoor community.

#### **Professional Skills to be gained:**

- Communication
- Adaptability
- Leadership
- Time management
- Technical Expertise
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#### **Required Job Qualifications**

- All instructors must have current CPR/First Aid/AED certifications or obtained within three months of hire.
- All instructors must have one of the certifications listed below to be able to teach for Campus Recreation or present a certification for approval to count if not listed below or minimum of one semester approved shadowing/instruction.
  - Climbing Wall Instructor (CWI)
    - Level 1: Bouldering
    - Level 2: Auto Belay and Top Roping
    - Level 3: Lead Climbing
  - League Cycling Instructor (LCI)
  - Wilderness First Aid (WFA)

#### **Additional Information**

- **Position Type:** Entry Level
  - **Pay Rate:** Office Rate: \$10.00/hour
  - Instructor Rate by Years of Experience:
    - Level 1: New instructor for Campus Recreation or has been teaching for less than two years.
      - \$15.00 /hour
    - Level 2: Instructor with 2+ years of experience teaching for Campus Recreation
      - \$20.00 /hour
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on programming hours
- **Required Documents:** Resume and Cover Letter
- **Does this position require FWS award?** No
- **Application Instructions:** All applications must be submitted through Pitt Talent System

### **Level 1: Outdoor Rental Center Attendant Job Description**

Outdoor Rental Center Attendants assist with the daily operations of the facility, reservations, and equipment. This oversight includes policy enforcement, cleaning and equipment maintenance, and keeping the workspace organized while managing a high volume of equipment.

#### **Outdoor Rental Center Attendant Responsibilities**

- Monitor and process reservation requests for rental equipment.
- Be knowledgeable of all campus recreation policies and guidelines, enforce policies as needed
- Thoroughly inspect equipment before and after each rental
- Educate participants how to set up/tear down, use, and care for equipment
- Communicate with participants regarding reservation requests, due dates, and any applicable late fees.
- Maintain organization of equipment within outdoor rental center
- Wear the designated staff uniform and always maintain professional conduct.
- Respond to emergency situations according to established departmental protocols that include care for injured, initiation of Emergency Response Plans, notification of appropriate university authorities, and completion of paperwork.

#### **Professional Skills to be gained:**

- Initiative
- Accountability
- Collaboration
- Problem Solving
- Professionalism

#### **Required Job Qualifications**

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- Attend monthly staff meetings
- Current University of Pittsburgh undergraduate or graduate student
- Ability to lift up to 45 pounds and stand on your feet/be mobile for up to 4 hours
- Willingness to work nights and weekends

#### **Additional Information**

- **Position Type:** Entry Level
  - **Pay Rate:** Office Rate: \$10.00/hour
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on programming hours
- **Required Documents:** Resume and Cover Letter
- **Does this position require FWS award?** No
- **Application Instructions:** All applications must be submitted through Pitt Talent System

### **Level 2: Outdoor Rental Center Manager Job Description**

The Outdoor Rental Center Manager is the primary point of contact and is responsible for oversight of the outdoor rental center and its employees, assists with hiring and training new employees, scheduling, reporting facility needs, risk management, and ensuring smooth daily operations of the facility. The Outdoor Rental Center Manager is expected to have bi-weekly meetings with the Assistant Director, Outdoor and Adventure Pursuits to review all the information above and to address any concerns/questions.

#### **Outdoor Rental Center Manager Responsibilities**

- Provide direct supervision and guidance to Outdoor Rental Center Attendants.
- Ensure staff are present, properly attired, and fulfilling assigned roles.
- Contact missing Outdoor Rental Center Attendants and fill in onsite positions as needed
- Ensure all facility policies and guidelines are upheld.
- Conduct daily rental audits and complete all required managerial documentation.
- Collaborate with Assistant Director, Outdoor and Adventure Pursuits as needed to handle accidents and incidents within the Recreation and Wellness Center
- Ensure proper opening and closing procedures are followed based on daily facility hours.
- Assist with events and facility reservations taking place on shift
- Respond to emergency situations according to established departmental protocols that include care for injured, initiation of Emergency Response Plans, notification of appropriate university authorities, and completion of paperwork.
- Attend required training sessions and meetings

#### **Professional Skills to be gained:**

- Leadership
- Conflict Management
- Collaboration
- Situational Awareness
- Professionalism

#### **Required Job Qualifications**

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- Provide trainings to Outdoor Rental Center Attendants
- University of Pittsburgh undergraduate or graduate student
- Ability to lift up to 45 pounds and stand on your feet/be mobile for up to 4 hours
- Teamwork, critical thinking, and communication skills are key aspects of performance in this role

#### **Additional Information**

- **Position Type:** Promotional Opportunity for Outdoor Rental Center Attendants
  - **Pay Rate:** Office Rate: \$12.00/hour
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on programming hours
- **Required Documents:** Resume and Cover Letter
- **Does this position require FWS award?** No
- **Application Instructions:** All applications must be submitted through Pitt Talent System

### **Level 3: Outdoor Rental Center Supervisor Job Description**

The Outdoor Rental Center Supervisor is responsible for providing administrative leadership and operational oversight to Outdoor Rental Center Managers and Attendants at the Recreation and Wellness Center. This role includes scheduling, hiring assistance, training leadership, and operational coordination. The Outdoor Rental Center Supervisor will also collaborate closely with the Assistant Director of Outdoor and Adventure Pursuits to maintain safety, compliance, and exceptional service within the facility.

#### **Outdoor Rental Center Supervisor Responsibilities**

- Create and oversee staff schedules to maintain appropriate coverage and efficient operations.
- Assist with the hiring, interviewing, and onboarding process for new Outdoor Rental Center Managers and Attendants.
- Lead and coordinate the onboarding, training, and reservation process for new Outdoor Rental Center Managers and Attendants.
- Conduct regular check-ins and training sessions to reinforce safety protocols, risk management procedures, and facility policies.
- Oversee the coordination of events and reservations that take place at the facility.
- Facilitate effective communication between rental center staff and management to address operational needs and staffing concerns.
- Collaborate with the Assistant Director, Outdoor and Adventure Pursuits, to address incidents, accidents, and emergency response plans.
- Uphold and enforce all policies, guidelines, and emergency response protocols to ensure a safe environment for all patrons and staff.
- Maintain inventory and ensure readiness of first aid supplies, rental equipment, and other necessary materials.
- Serve as a mentor and leader to all rental center staff, fostering professional development and promoting teamwork.
- Assist in overseeing outdoor rental center attendant's operations for 1-2 shifts per week to ensure safety and compliance with policies.

#### **Professional Skills to be gained:**

- Leadership Development
- Conflict Resolution
- Training and Development
- Risk Management
- Effective Communication and Collaboration
- Professionalism and Situational Awareness

#### **Required Job Qualifications**

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- Provide trainings to Outdoor Rental Center Attendants
- University of Pittsburgh undergraduate or graduate student
- Ability to lift up to 45 pounds and stand on your feet/be mobile for up to 4 hours
- Teamwork, critical thinking, and communication skills are key aspects of performance in this role

#### **Additional Information**

- **Position Type:** Promotional Opportunity for current Outdoor Rental Center Attendants and Managers
  - **Pay Rate:** Office Rate: \$14.00/hour
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on programming hours
- **Required Documents:** Resume and Cover Letter

- **Does this position require FWS award?** No
- **Application Instructions:** All applications must be submitted through Pitt Talent System