**UREC Outdoors Supervisor**

The UREC Outdoors Supervisor/Instructor will be responsible for rental center/program registration operations, climbing wall and bouldering facilities supervision, on and off campus programming, basic instruction, and for UREC Outdoors operations.

**Specific Responsibilities:**

* Inspect, use, maintenance, and repair outdoor rental equipment
* Handle cash register and daily sales reports
* Manage rental equipment software and rental agreements
* Inform patrons about upcoming programs and manage program registration process
* Provide exceptional customer service to UREC Outdoors patrons
* Provide basic instruction and manage risks associated with outdoor recreation activities
* Supervise bouldering/climbing wall while following and enforcing use policies and procedures
* Daily upkeep, cleaning, and organization within primary work space

**Minimum Qualifications:**

* Current University of Arkansas student
* Must possess Pediatric & Adult First Aid, CPR, and AED certification or be able to obtain certification within 40 days of hire (UREC will provide a certification opportunity, if needed)

**Required License(s), Certification(s), & Background Checks:**

* Pediatric & Adult First Aid, CPR, and AED certification or be able to obtain certification within 40 days of hire (UREC will provide a certification opportunity, if needed)
* Required criminal background check
* Required sex offender registry check

**Preferred Qualifications:**

* Working knowledge of outdoor equipment
* Working knowledge of cash register and ability to produce daily reports
* Familiarity and knowledge of area hiking, paddling, cycling, and climbing destinations
* Ability to work at heights, while checking holds, and setting routes
* Ability to maintain communication with individual and group participants
* Ability to provide basic instruction and manage risks associated with outdoor recreation activities
* Ability to understand, follow, and enforce all the University’s policies and procedures
* Ability to work well with fellow employees, to communicate with the University’s community and the general public, and to display a positive attitude while working
* Ability to push and pull up to 50 pounds of weight
* Maturity, dependability, and patience are strong characteristics, attributes, and skills that are a necessity for the job

**Physical Activities Associated with this Position:**

The following physical activities are associated with the position and will be performed with or without an accommodation. All individuals are encouraged to apply.

* Balancing, hearing, lifting, manipulating items, talking, walking- Constantly
* Climbing, feeling, grasping, pulling, pushing, reaching, handling of sharp tools, standing, stooping- Frequently
* Crawling, crouching, driving, kneeling, repetitive motion, sitting- Occasionally
* Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**Visual Acuity:**

* Employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, general laborer, lab personnel, etc.) or to make general observations of facilities or structures (i.e., security guard)
* Employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; and/or visual inspection at distances close to the eyes.

**Skills Obtained:**

* Critical Thinking & Problem Solving
* Teamwork & Collaboration
* Written Communication
* Verbal Communication
* Leadership
* Analytical Skills
* Initiative
* Flexibility & Adaptability
* Interpersonal Skills
* Responsibility, Dependability, & Accountability
* Planning, Organizing, & Prioritizing
* Customer Service
* Supervision
* Influencing and/or Selling to Others
* Conflict Management
* Strong Work Ethic
* Obtaining & Processing Important Information
* Creative Thinking

**Work Schedule & Compensation:**

* 10- 20 hours per week; variable schedule that may include morning, evening, weekend, and holiday shifts; $10.75/hour

**Supervision:** This position is supervised by Mike Hoover, Associate Director for Outdoors or Kat Miller, Coordinator for UREC Outdoors.

**Application Process:** Applicants must apply through <http://jobs.uark.edu>. Deadline to apply is <insert date>.