

Outdoor Adventures M Rock Student Manager 2007-2008

Primary Purpose

To oversee the daily operations of M Rock, Outdoor Adventure's climbing wall and to assist the Program Director and Assistant Director in achieving Outdoor Adventure's goals for M Rock. Student managers serve as a liaison between the professional and part time staff and communicate to the Director and OA staff what is occurring at the M Rock facility. Managers are expected to observe and enforce all program policies and procedures.

Qualifications

- Current certifications in CPR and First Aid
- Technical knowledge and experience in belay systems, climbing techniques, and rock climbing equipment
- Knowledge of setting bouldering problems, top rope, and lead routes
- Strong interpersonal and communication skills
- Excellent time management skills
- Experience handling money, budgeting, including demonstrated fiscal responsibility
- Experience working with people of diverse age, backgrounds, and experience levels
- Effective organizational ability
- Demonstrated ability to handle logistics and planning

General Responsibilities

M Rock student managers are responsible for the overall running of M Rock, which includes scheduling and supervising staff, covering any unfilled daily hours, assisting with staff training and meetings, providing customer service face-to-face, over the phone, and thru e-mail, and organizing data from M Rock patrons and financial operations into monthly reports for the Director. Managers participate in weekly meetings with the Director and Assistant Director to keep everyone up to date on what is happening at the M Rock facility. M Rock student managers also organize climbing competitions, climbing wall rentals, and technique classes. Other responsibilities include monthly inventory and inspection of all equipment for safety and functionality, equipment maintenance, ordering new equipment as necessary, inspecting the wall for structural problems, and performing repairs and setting routes as necessary. M Rock student managers are also expected to perform other duties as assigned by the Director.

Expectations

Student managers will be empowered to take initiative and work on projects to promote M Rock and meet Outdoor Adventure's goals. Managers are encouraged to provide solutions and options for tasks assigned, as well as ideas for improvements and programming at the wall. In addition to daily and weekly tasks, project based work may be completed during M Rock and OAC hours or evenings and weekends.

Hours

Student Managers are expected to work a minimum of 4 hours a week; maximum of 10 hours a week. One hour will be spent meeting; at least two additional hours will be spent completing tasks during OAC or M Rock open hours, and the remaining hours may be spent completing tasks outside of OAC/M Rock hours.