



Recreation Aide Climbing Wall Instructor 2—Program Assistant
(Banner Title: Rec Aid Inst 2 Prog Asst)

The Recreation Aide Climbing Wall Instructor 2 Program Assistant, reports directly to the Climbing Wall Manager and working under limited supervision, will assist with scheduling, marketing, and staff development. The duties include, but are not limited to:

Staff Scheduling:

- Coordinate with staff for schedule availability.
- Create staff schedule, and maintain consistent postings.
- Update changes to weekly schedule.
- Coordinate with Wall Manager for scheduling of maintenance, group and special events.
- Post signage for wall users of changes in operating hours and special events.
- Implement new scheduling system.

Marketing:

- Create quarterly events.
- Create, print, and distribute posters.
- Content creator and administrator for social media.
- Coordinate with staff, special events and marketing needs.
- Assist Wall Manager with special events.

Academic Course Support:

- Assist manager in course preparations, lesson plans, and teaching.
- Help organize outdoor trips.

Staff Development:

- Create lesson plans and provide staff trainings.
- Make recommendations to Manager about staff development.
- Participate in staff evaluations and hiring process.
- Help teach CWI course.

Set General Tone for All Climbing Wall Staff:

- Set the tone for all Wall Staff through personal example of the following:
 - Professionalism.
 - Leadership.
- Exemplify Wall mission of:
 - Risk Management through supervision, intervention and instruction.
 - Fun through skillful and creative route setting.
 - Customer satisfaction through welcoming and encouragement.

This position will report to *EWU Climbing Wall* and the *Climbing Wall Manager*.

This position will work *Sunday-Saturday, hours vary and may include evenings/mornings*



Human Resources
The Office of Student Employment
Job Descriptions

Required

- Applicants must meet the criteria of Climbing Wall Instructor Competencies (PCIA or AMGA).
- Applicants must have adequate rock-climbing experience. Examples may include periodic climbing for 2-3 years, a high intensity of climbing in the past few months, etc. This experience must be documented and submitted in the form of a climbing resume.
- Applicants must be able to easily put on harnesses and tie in appropriately.
- Applicants must be able to belay with an aperture belay device and an assisted locking device in competent and confident manner.
- Applicant must possess personal climbing equipment (harness, shoes, locking carabiner, belay device, chalk bag, etc).
- Applicant must be capable of comfortably top roping 5.9 on an artificial climbing wall.
- Applicant must be certified in First Aid and CPR.
- Employee must be able to speak in front of small groups (teaching skills courses).
- Applicants must be willing to work at heights up to 30 feet. Applicants may be exposed to falling objects. Applicants must be able to stand for long periods of time.
- Applicant must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.
- Applicant must be able to manage conflict, collaborate and work effectively both independently and as a member of a team

Student employees are subject to EWU's employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.

All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.

This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.

Salary Range B