

STUDENT EMPLOYEE APPLICATION
IOWA STATE UNIVERSITY
RECREATION SERVICES - OUTDOOR RECREATION PROGRAM

APPLICATION PROCEDURE

Submit:

1. Outdoor Recreation Program Application
2. Three references (no relatives or current employees of the Outdoor Recreation Program please) – Please make copies and have each reference fill out a reference form.

JOB DESCRIPTION

- An Outdoor Recreation Program equipment supervisor is responsible for equipment check-out, check-in, and maintenance. They instruct renters on equipment use, carefully check equipment being returned, handle rental contracts, and monetary exchanges. They are also responsible for handling trip and workshop sign-up.
- A trip leader is responsible for leading groups on trips ranging from weekends to several days. The supervisors hold pre-trip meeting(s), select equipment, choose routes, organize menus, prepare for the safety of the group, and organize gear clean up. Trips occur over weekends and breaks.
- A workshop instructor teaches different outdoor recreation activities.
- A climbing wall supervisor is in charge of supervising climbing wall operations during open hours, belaying participants, and administering skill tests.
- Perform other duties as assigned.

TRAININGS

- You will be required to obtain and maintain certification in American Red Cross First Aid or Wilderness First Aid (WFA) and Adult CPR/AED. A First Aid and CPR/AED course is offered each semester, free of charge, for ORP staff. If you are unable to attend this training, you will be responsible for obtaining certification on your own. WFA is offered in the fall for staff and is required to lead wilderness trips.
- Employees are required to complete the fire safety training, blood borne pathogens training and will have the option to receive a series of immunization shots related to the hepatitis B virus.
- Employees are required to attend a two hour 15 passenger van class through the transportation department, and complete a driving with the Outdoor Recreation Program Coordinator.
- Employees are required to acquire and maintain a current ISU belay card.

Please read and sign:

I understand that this is an application for employment with Iowa State University Recreation Services. I agree to attend all mandatory training sessions, and understand that failure to attend training sessions may result in my termination. I will be a quality representative of Iowa State University & Recreation Services during my tenure.

I hereby attest that all of the information provided in the application is accurate and truthful.

Applicant's Signature: _____ **Date:** _____

Please return this packet to:

Chad Ward
Outdoor Recreation Assistant Coordinator
2220 State Gym
Ames, IA 50011.

If you have any questions please contact Chad Ward, Assistant Coordinator of Outdoor Recreation Program, at (515) 294-2929 or cmward@iastate.edu.

