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 Assistant Director.
- 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:

Jerry Rupert
Outdoor Recreation Program
1180 State Gym
Ames, IA 50011

If you have any questions please contact Jerry Rupert, Assistant Director, Outdoor Recreation Program, at (515) 294-4747 or jrupert@iastate.edu.
STUDENT EMPLOYEE APPLICATION
IOWA STATE UNIVERSITY
RECREATION SERVICES - OUTDOOR RECREATION PROGRAM

Name:_________________________________________ ISU Card #:____________________________________

School
Address:___________________________________________________________________________

(Street)                                                                                                 (City)                               (State)                          (Zip)

Phone Number:____________________________ E-mail Address:_________________________________

Are you currently enrolled as an ISU student?    Yes   No

Current Year in School: ______________________ Anticipated Graduation Date:______________________

Major:_________________________________________________________________________________

Final Semester at ISU (this should not include internships/student teaching):____________________

Please answer the following:

1. How did you hear about the Outdoor Recreation Program?

2. What interests you about a job with Outdoor Recreation Program?

3. What leadership skills do you possess that would make you a good employee of the Outdoor Recreation Program? What qualities do you possess that would make you an exciting, enthusiastic, motivated employee?

4. What are your outdoor skills and interests?

5. What is your customer service experience?

6. What is your teaching and/or trip leading experience?

7. Do you have any other pertinent experience or information that you would like us to know?

Do you qualify for work study money?   Yes   No   Amount $/Semester _______________

Do you have another job on campus?   Yes   No   Where? __________________________

Are you available to work school breaks and evenings?   Yes   No