**Outdoor Recreation Outdoor Center Internship**

**JOB SUMMARY:**

Outdoor Center Interns will assist the Assistant Director of Outdoor Recreation in the daily operations of the Outdoor Center, Sewell Park, and Adventure Trip Program. Outdoor Center Interns will work closely with the administrative team to develop and manage statistics tracking, execute programming or develop new programs, and assist with the day-to-day operation of the Outdoor Center in Sewell Park.

**QUALIFICATIONS:**

* Current CPR and First Aid certifications, or the ability to obtain within one month of start date.
* Strong leadership skills and work ethic.
* Proficiency in Microsoft Office (particularly Microsoft Excel), and familiarity with tracking program statistics.
* Experience with, or willingness to learn equipment use and maintenance as needed.

**PREFERRED QUALIFICATIONS:**

* Knowledge of, and experience with outdoor recreation equipment and activities.

**SPECIFIC DUTIES & RESPONSIBILITIES:**

**Program Awareness**

* Promote Outdoor Recreation through tabling events, social media, and other forms of communication.
* Educate Sewell Park patrons and enforce policies that promote environmental awareness.
* Connect with organizations on and off campus, to create collaborative opportunities.

**Administrative Duties**

* Provide input for updating standard operating procedures and manuals.
* Analyze program surveys to understand participant needs and change programming as needed.
* Disseminate statistical data from past and current programs to affect departments course of action.
* Collect data on operational efforts, such as attendance, participant surveys, financial transactions, etc.
* Analyze trends and best practices to provide input for improvement.
* Assist with the administration and tracking of University Camp reservations.

**Program Management and Operation**

* Work alongside Outdoor Center Attendants in the day-to-day operation of the Outdoor Center.
* (Summer) Work alongside Adventure Trip Leaders in local trip programming.
* Provide input for implementing risk management procedures and be able to respond to emergencies.
* Track rental equipment and sales inventory. Make repairs and recommended purchases.
* Actively participate in all training and staff meetings.
* Perform non-routine tasks as assigned by supervisor.

**PAY SCALE & HOURS:**

* Unpaid 200-hour internship.
* Unpaid 400-hour internship.