

Outdoor Adventures: Rental Center Employee & Challenge Course Program Assistant

UCLA RECREATION: Outdoor Adventures & Experiential Programs

Employees of the Rental Center maintain Rental-Center Gear, provide outdoor-equipment rentals to current members of UCLA Recreation, and undertake general projects as needed in the Outdoor-Adventures workplace. Specific tasks depend on time of year and present condition of equipment, but Rental-Center employees should expect to consistently be on task because there is always work to be done. Employees should expect to work regularly at the Rental Center and intermittently at the Challenge Course, as described below.

Challenge Course staff lead teambuilding programs for private groups on our high and low ropes course at Sunset Canyon Recreation Center. This job is a special opportunity for motivated students who are excited to work outdoors, connect with and help others, and develop their own teamwork and leadership skills for a future career in any field. Paid training is offered once or twice per quarter over a weekend. Challenge Course work is assigned a month or more in advance and will vary in frequency. You should plan to work a minimum of 2 programs each quarter, with more work available pending need/interest. The work shifts tend to be no shorter than 6 hours and are frequently 8AM - 2PM or 12PM - 6PM, any day of the week including weekends. You can learn more about working on the challenge course via the job description posted [here](#).

Job Qualifications

Required

- Currently enrolled as a UCLA Student
- Professionally represent UCLA Recreation
- Complete a background check
- Be certified in or obtain certification for CPR, first aid, and AED within one quarter of being hired. We sometimes offer free training and certification offered if you do not have this already.

Preferred

- Excellent oral and written communication skills
- Punctuality and reliability
- Ability to keep up with the high volume of clients
- Be able to prioritize multiple, competing tasks on a daily basis.
- Ability to explain anything to clients in a professional manner
- Work-study eligible

Job Expectations

- Communicate effectively and politely with customers and coworkers in person, on the phone, and through electronic methods (e.g., e-mail, text).
- Know how rental gear works and be able to instruct our customers in the proper use of this gear.
- Be able to inspect, clean, repair, and organize our gear effectively.
- Understand, explain, and enforce the Rental Agreement that our customers sign to rent gear.
- Have general awareness of the various programs within OA and the ability to refer customers to the resources describing these programs.

- Make sure the Rental Center is clean and organized.
- Wear close-toed/heeled shoes while in Rental Center.
- Create, edit, and manage documents required for Outdoor-Adventures operations.
- Other duties as assigned

Pay Rate

- \$15.00 per hour

Apply and Contact:

To apply, please complete the application found on [Handshake](#).
Please direct any questions about this position to rentalcenter@recreation.ucla.edu.

