Teambuilding & Challenge Course: Program Assistant

UCLA RECREATION: Outdoor Adventures & Experiential Programs

Flexible start dates ranging from now through Fall

Work-study option available

A challenge course is a unique, exciting tool for adventure, teambuilding, and leadership development. The UCLA Challenge Course is located at Sunset Canyon Recreation Center. Our course features 8 high ropes climbing elements and numerous low ropes elements. Program Assistants serve as apprentice Facilitators, learning all about the skills (both technical and “soft”) needed to become a challenge course teambuilding Facilitator. This job is pretty 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. Program Assistants will receive direct training, mentorship, and opportunities to shadow professionals. Program Assistants are expected to work towards becoming a Facilitator (see detailed Facilitator job description below) and to continue to work in that role once attained. Previous experience is not necessary. The ideal applicant will be committed to working with us for at least a year (longer is encouraged), so as to learn and advance through the ranks.

Job Qualifications

Required

- Able to work a flexible schedule, including weekends.
- Available to work a minimum of one 6-hour shift per week between 8AM and 6PM
- Motivated to learn and grow into the role of Facilitator (see add’l attached job description)
- Age 18 or older
- Certified in CPR, first aid, and AED. Free training/certification offered if you don’t have this already.

Preferred

- Motivated to work up through our ranks to Lead Facilitator ($25+/hr)
- Committed to working more than 1 year

Job Expectations

- Assist staff with basic program setup, delivery, and takedown requirements
- Follow instructions received from staff
- Learn and follow challenge course protocols and policies
- Listen, observe, and ask questions of senior staff
- Work towards learning the skills of a Facilitator
- Demonstrate professionalism in dealings with client/group
- Take on group activity facilitation under supervision of a senior staff person
- Listen and positively respond to feedback and coaching from supervisor and senior staff
- Demonstrate a good work ethic that is reliable, curious, self-motivated
Essential Functions

- **Range of motion and flexibility**: perform various positions and postures necessary to facilitator tasks; manipulate ropes, cables, and other related equipment used in tying knots, belaying, and rigging used in the setup, operation, and breakdown of challenge course systems; physically negotiate various terrain types and/or obstacles confronted in the course of both routine program delivery and emergency situations.

- **Manual dexterity and motor skills**: Operate/utilize various challenge course-related gear and equipment including, and not limited to, ropes, harnesses, helmets, carabiners, safety lines, ladders, and pulleys; ascend to, traverse at, and descend from heights that may exceed 25 feet; relocate, ascend, and descend ladders and various other course access equipment including, and not limited to, cargo nets, stairs, climbing staples, and vertical cables.

- **Endurance and stamina**: possess ability and endurance to achieve certification for and carry out site-specific first aid procedures and/or protocols which may include first aid and cardiopulmonary resuscitation (CPR); perform required duties for extended periods of time while exposed to adverse conditions including, and not limited to, precipitation, temperature extremes, and wind.

- **Sight and visual acuity**: possess good corrected or uncorrected vision; possess adequate depth perception to recognize safety hazards in a variety of normal and/or emergency environments; possess the ability to see, read, and recognize safety hazards in a variety of normal and/or emergency environments.

- **Communication skills**: communicate in a clear and understandable fashion with participants and other staff members; able to effectively communicate in an appropriate manner in the programming environment without accommodation; effectively communicate with participants based on their personality type, especially during sensitive, interpersonal contacts.

- **Reasoning and decision making**: comprehend and implement oral and written instructions; apply reasoning skills when confronted with circumstances requiring a discretionary decision; establish priorities and construct further plans after an initial assessment; formulate and implement an appropriate course of action in a given situation for which no specific rule or procedure has been established; apply theory-based instruction or training to actual incidents/situations.

**Pay Rate**

- $15.00 per hour

**Apply and Contact:**

To apply, please complete the application found on handshake. Or email Michelle Perrault with the following: work availability (including start date); UCLA student status and anticipated graduation year and quarter; resume.

Please direct any questions about this position to Michelle Perrault: mperrault@recreation.ucla.edu
Teambuilding & Challenge Course: Facilitator

The Facilitator is the heart of Challenge Course teambuilding programming. They deliver thoughtful and engaging programming to private groups, aimed at developing leaders, building teams, connecting communities, and having fun in our on-campus outdoor oasis of a Challenge Course. A Facilitator can independently lead their own small group through an appropriate challenge course progression of activities, involving both ground-based and high-ropes climbing activities. They work with a team of co-Facilitators, and under the supervision of the Lead Facilitator, to run programs for youth groups, leadership programs, University employees, community groups, corporate teams, and more.

Job Qualifications

Required

- Pass the Facilitator Test in which Facilitator candidate demonstrates proficiency in select technical and group facilitation skills
- Has a minimum of 20 hours documented experience facilitating, or assisting in facilitating, experiential programs
- Has a minimum of 24 hours documented training time
- Able to work a flexible schedule, including weekends

Preferred

- Availability to work year round, including summer
- Motivated to continue to learn and grow into leadership roles

Job Expectations

- Collaborate with staff to setup and plan a program
- Contribute to the program progression plan
- Identify where equipment is kept in the shed
- Perform daily inspections of environment, element, and equipment
- Contribute to ground-based and high-ropes climbing activity/element setup
- Collaborate with staff to run large challenge course programs and lead one small group of their own through both low and high activities
- Independently operate Leap of Faith and High V climbs
- Brief and debrief activities and full programs
- Lead a variety of low activities including ice breakers, games, initiatives, and low elements
- Collaborate with staff to cleanup and takedown program equipment
- Complete Program Report and any additionally required reports
- Listen and positively respond to feedback and coaching from supervisor and senior staff
Essential Functions

- **Range of motion and flexibility**: perform various positions and postures necessary to facilitator tasks; manipulate ropes, cables, and other related equipment used in tying knots, belaying, and rigging used in the setup, operation, and breakdown of challenge course systems; physically negotiate various terrain types and/or obstacles confronted in the course of both routine program delivery and emergency situations

- **Manual dexterity and motor skills**: Operate/utilize various challenge course-related gear and equipment including, and not limited to, ropes, harnesses, helmets, carabiners, safety lines, ladders, and pulleys; ascend to, traverse at, and descend from heights that may exceed 25 feet; relocate, ascend, and descend ladders and various other course access equipment including, and not limited to, cargo nets, stairs, climbing staples, and vertical cables.

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- **Communication skills**: communicate in a clear and understandable fashion with participants and other staff members; able to effectively communicate in an appropriate manner in the programming environment without accommodation; effectively communicate with participants based on their personality type, especially during sensitive, interpersonal contacts

- **Reasoning and decision making**: comprehend and implement oral and written instructions; apply reasoning skills when confronted with circumstances requiring a discretionary decision; establish priorities and construct further plans after an initial assessment; formulate and implement an appropriate course of action in a given situation for which no specific rule or procedure has been established; apply theory-based instruction or training to actual incidents/situations

**Pay Rate**

- $15.00 per hour

**Apply and Contact:**

To apply, please complete the application found on handshake. Applicants should apply for the Program Assistant role and, once hired, will train and test into the role of a Facilitator.

Please direct any questions about this position to Michelle Perrault: mperrault@recreation.ucla.edu