

Teambuilding & Challenge Course: Program Assistant & Facilitator

UCLA RECREATION: Outdoor Adventures & Experiential Programs

Work-study option available

A challenge course is a unique, exciting tool for adventure, teambuilding, and leadership development. The UCLA Challenge Course is nestled in the trees at Sunset Canyon Recreation Center. Our course features 8 high ropes climbing elements and numerous low ropes elements. Teams or groups (e.g. student organizations, class cohorts, department professional staff, nonprofits, corporate teams, etc.) reserve private teambuilding events to take place on our course, led by our staff of Facilitators. 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 advancing their skills/experience and promoting to the level of Facilitator. 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.



Schedule

Seeking staff who can make themselves available with advanced notice for weekend events, ideally 3-7 programs a quarter and at least 1-2 training days.

This is not a weekly recurring shifts type of job. Rather, training (paid) and work are scheduled and assigned as unique one-off events. One month or more before a programmed event or training, staff will be invited to sign up. Programs can land on any day of the week, often including weekends. A shift is typically 5-6 hours in length. Common shifts are 8:00 AM – 2:00 PM or 12:00 PM – 6:00 PM. Training days tend to be a full 8 hours with a one-hour lunch break on a Saturday or Sunday.



Job Qualifications

Required

- Able to work some weekends.
- Available to work according to the one-off special event schedule described above
- Motivated to learn and grow into the role of Facilitator
- 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
- Committed to working more than 1 year, specifically including summer months

Job Expectations

- Learn the entry-level role of Program Assistant and gradually advance to the role of Facilitator
- 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
- 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

Advancement

Upon completion of the following, Program Assistants will be promoted to Facilitators

- Able to independently lead a small group through a teambuilding program that includes low elements, the Leap of Faith, and the High V
- Has a minimum of 20 hours documented experience facilitating, or assisting in facilitating, experiential programs
- Has a minimum of 24 hours documented training time

Facilitator duties include:

- Collaborate with staff to setup, plan, and lead a program, including leading one small group of their own through both low and high activities
- Perform daily pre-use inspections
- 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



Further advancement in responsibilities and pay rate as a result of further skill acquisition and depth of experience, such as:

- Work at height access abilities
- Low ropes activity mastery
- Rescue procedure operation
- Accumulation of facilitation hours

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
- \$15.50 per hour once advanced to Facilitator
- Up to \$20.70 per hour for further advancements



Apply and Contact:

Email hiring manager, Michelle Perrault, at mperrault@recreation.ucla.edu. Include the following in your email:

1. Describe your ability to be available on some weekends if given 1-2 months of notice. What other time conflicts do you juggle?
2. What is your UCLA ID number?
3. What is your anticipated graduation date (quarter, year)?
4. What, if at all, do you expect your availability to work this upcoming summer will be?

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

