

## Now hiring staff to work at the UCLA Challenge Course

Start date: Flexible, now through June | \$17.30-\$23.00/hour | @ UCLA Campus

### Eligibility requirements:

- Anyone can apply: Non-students, UCLA students, and Extension students
- Minimum required availability must include June 17 – August 31, 2024. See “Schedule” below for more details.



### THE WORK

***“Uplifting. Outdoors. Meaningful. Adventurous. People-focused.”***

These are words that our current staff use to describe their work. The UCLA Challenge Course is nestled in the trees at Sunset Canyon Recreation Center (SCRC). Challenge course staff lead groups through memorable team building experiences involving high ropes climbing elements, low ropes elements, ice breakers, and games. Join our team as a Program Assistant and we’ll provide all the technical and “soft” skills training you need to become a Challenge Course Team Building Facilitator. These skills include: setting up the course, planning and leading group activities, tying knots, operating climbs, using technical climbing equipment, and guiding participants through



thoughtful conversations to draw meaning from their experience. Our work involves a lot of talking to people, managing risk, moving around outdoors, and facilitating meaningful fun.

## ROLES AND PAY

### ***Program Assistant, \$17.30 per hour***

Do you have little to no experience? This is the role you'll start in. All trainings are paid. You'll attend training-specific events and you'll shadow programs where you'll receive direct mentorship from professional Facilitators. Program



Assistants are expected to have the schedule availability, aptitude, and time commitment to advance to the level of Facilitator and continue to work with us once in that role.

### ***Facilitator, \$19.00-\$23.00 per hour***

This is the core role that makes the challenge course run. A Facilitator possesses the essential skills to setup and operate climbs, plan/lead activities, and independently contribute to delivering a memorable, adventurous experience to participants. They host a welcoming environment, exercise good judgment, manage risk, and meaningfully contribute to our team's work. Specific skills include: pre-use inspections, pre-climb checks, belaying with an aperture device, operating the Leap and V, ladder setup, figure-eight knot with a double overhand finish, clove hitch, prussik, rope coil, Leap and V setup, policy/procedure

comprehension, and ability to lead 15+ activities. Pay raises acquired through specific advanced skill acquisition.

### ***Lead Facilitator, \$23.00 per hour***

A Lead Facilitator is responsible for everything that occurs during a challenge course program. During program set up, program delivery, and takedown/cleanup, the Lead Facilitator is responsible for leading the staff team, making all final judgment calls, leading emergency response, ensuring quality program outcomes are delivered, effectively collaborating with other University or vendor staff working the same event, ensuring all protocol and regulations are met, and reporting to the Manager or department appropriately.

## SCHEDULE

### ***Events-based***

Work and training are done on a one-off, unique events-based schedule. Each team building program is typically a 4–6-hour shift, with a few extending to 8 hours. Partial attendance of a shift is not helpful, so we only schedule staff who are available for the entirety of the shift. Staff trainings vary from 3-8 hours at a time. Our work can take place any day of the week, but only during daylight hours.

### ***Submit your availability***

The schedule is posted to an online location for all active staff to see in advance. Most trainings and programs are posted to the schedule 1-3 months in advance. Every 2-3 weeks, staff submit work availability forms where they check off which of the posted trainings/programs they can attend. Staff are then assigned to trainings/programs based on that availability, their skills, and the number of staff needed. Staff receive priority in scheduling when they demonstrate excellent commitment, reliability, a positive attitude, and an ability to learn and contribute to our work.

### ***Busy summer season***

Our crazy-busy work season is May through end of September. **Staff must, at a minimum, be available to work frequently and substantially June 17, 2024 – August 31, 2024.** It is preferred that staff (particularly inexperienced staff) start training and working in Spring (i.e. April - May) in order to develop the skills of a Facilitator by early



summer, and that they commit to working until mid-October or longer. The ideal applicant plans to work more than one year, specifically including more than one summer, so as to advance to our higher ranks.

### ***Total hours per week***

How many hours you work will vary depending on your availability, our schedule, and any restrictions on your employment.

- June through September -- most staff work 18-40 hours per week. You can reliably work 30+ hours per week, provided you have relatively open availability.
- October through February – typically only 1-2 shifts offered per week. They're yours if you're available for them. Dates/times will vary pending client requests.
- March through May – trainings and programs become increasingly frequent. 1-4 shifts available most weeks. The more available you are the more work you'll be assigned.



### ***All-staff trainings and all-hands-on-deck programs***

These are roughly 10-15 total work shifts that all staff are expected to attend. The dates/times are communicated 1-3 months in advance. All-staff trainings tend to occur in May and June, in preparation for the busy summer season. All-hands-on-deck programs take place mostly late June-September. These are very large, very important programs and we need everyone to help. Staff must communicate any plans to miss these dates, and should make every effort to attend each one. Missing multiple all-staff trainings and/or all-hands-on-deck dates may result in future limited scheduling or full removal from the schedule.

### ***Shoulder and "off" seasons***

Work is less frequent October through February, and extremely limited December/January. During this time additional training and course maintenance projects are offered to motivated staff who wish to continue to learn and work. Program frequency will typically pick up again in March and increase steadily towards crazy-busy in the summer.

### **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



## ABOUT YOU

At a minimum, you meet our required qualifications. An ideal applicant will also meet our preferred qualifications.

### *Required qualifications:*

- Available and committed to work mid-June through end of August
- Available to work according to the one-off special event schedule as described in this job description
- Motivated to learn and grow into the role of Facilitator
- Age 18 or older



- Already possess or obtain Adult and Child CPR/First Aid/AED certification within 1 month of hire. We offer this certification ourselves for a \$15 fee.

*Preferred qualifications:*

- Committed and available to work more than 1 year, specifically including spring and summer seasons

QUESTIONS: Email [challenge@recreation.ucla.edu](mailto:challenge@recreation.ucla.edu)

APPLY

1. Submit [this online application here](#).
2. We will reach out to you to select applicants to request an in-person interview.
3. Employment will be offered to selected applicants.
4. You attend an in-person hiring session with Human Resources. Then, begin working/training.

