

Program Assistant (Experiential Programs & Challenge Course)

Under the supervision of the Experiential Programs Manager, a Program Assistant contributes to experiential education programming that takes place on the challenge course or at other locations. A Program Assistant is focused on learning, following directions, and offering support to Experiential Programs in any way that they can. Program Assistants are in an apprentice-type role, and no previous industry experience required. Program Assistants will receive direct training, mentorship, and opportunities to shadow professionals. Program Assistants are expected to work towards becoming a Facilitator (see job description below) and to continue to work in that role once attained.

Job Qualifications

Required

- Current or incoming UCLA student
- Able to work a flexible schedule, including weekends.
- Available to work a minimum of 2 6-hour shifts per week, often, but not always 8AM-2PM or 12PM-6PM
- Motivated to learn and grow into the role of Facilitator (see job following description)
- Available to start June 13, 2020, and attend trainings scheduled throughout the following week
- Age 18 or older

Preferred

- Available to start training on select weekends in May, 2020

Job Expectations

- Assist staff with basic program setup, delivery, and takedown requirements
- Follow instructions received from staff
- Learn and follow Experiential Program 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 Job 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

\$14.25 per hour

Apply and Contact:

To apply, please complete the application found on the [UCLA Handshake website](https://uclahandshake.com).

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

