

# **I** ILLINOIS Campus Recreation

## POSITION DESCRIPTION

### **POSITION: ADVENTURE RECREATION GRADUATE INTERN**

#### **JOB SUMMARY:**

Assist in the operation of the University of Illinois Adventure Recreation Department for Campus Recreation. Provide leadership in the areas of facility operations, event management and student development. The secondary purpose of this position is to provide development opportunities to the incumbent which could include special projects and/or assignments.

#### **ORGANIZATIONAL RELATIONSHIPS:**

Director

Associate Director Assessment, Student Wellness, and Adventure Recreation

Adventure Recreation Coordinator

**Facility Operations – Adventure Recreation Graduate Intern**

Part-time Staff

#### **DUTIES & RESPONSIBILITIES:**

##### Adventure Recreation Operations & Administration

- Manage the Gear Rentals program and student staff at the Outdoor Center
- Create and teach outdoor gear clinics
- Assess and update gear rentals processes as needed
- Create, manage, and lead teambuilding and leadership programs for students and the community
- Assist the Coordinator of Adventure Recreation with tasks as needed
- Dedication to diversity, equity, and inclusion
- Student development focused professional

##### Student Development and Supervision

- Hire, train, schedule, supervise, and evaluate approximately 30 student employees (approximately 20 Customer Service Assistants, 8 Route setters, and 2 Program Assistants)
- Provide leadership and serve as a resource to student staff. Lead and/or assist with training and developmental opportunities for student staff
- Provide support to the student staff and the Adventure Recreation Coordinator; attend and participate in regular staff meetings and perform other duties as assigned

##### Developmental Opportunities

- Adhere to and maintain divisional performance criteria at a satisfactory level; maintain current certifications
- Collaborate with other Campus Recreation units as needed to execute array of programming efforts for diverse participants
- Conference and professional development travel opportunities – on and off-campus
- Opportunities to work in different areas of Campus Recreation to broaden recreational learning experience and serve on departmental committees

- Acquire and maintain CPR, First Aid, AED certification. Opportunities for growth in risk management if desired.
- Participation in departmental committees
- Adhere to and maintain divisional performance criteria at a satisfactory level; maintain current certifications.
- Assist with other Campus Recreation programs as needed.

**MINIMUM EDUCATION & EXPERIENCE:**

- Must have experience working in recreational sports programs and/or special events. Experience supervising part time employees preferred.
- Must have a Bachelor’s degree

**MINIMUM WORK REQUIREMENTS:**

- Position requires flexible work schedule, including evenings, weekends, and academic break periods as necessary
- Position requires an average of 30 hours/week at a rate of \$24.74/hour from August 12, 2024 – May 16, 2025. Summer hours available prior to August 12, 2024 and after May 16, 2025 if interested.
- This position is subject to a University mandated background check

**APPLICATION INSTRUCTIONS:**

- Applications will be accepted until the position is filled. For full consideration please email a resume, cover letter, and contact information for three professional references, all as separate attachments, to Carson Petersheim, (petersh2@illinois.edu) Student Development Coordinator, Campus Recreation, University of Illinois at Urbana-Champaign by March 12, 2024.