



Job Description

POSITION TITLE:	Challenge Course Associate (Temporary)	#4049
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SALARY PLACEMENT:	Short-Term Employee Hourly Salary Schedule Range 2, Step C
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MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

High School diploma or equivalent. Training and proficient experience with adventure/ropes course programs or commit to attaining training within the first month of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- adventure/ropes course programs
- basic knot tying
- belay team management including alternative belay techniques
- course set-up and take-down procedures including gear retrieval
- basic High and Low Element Standard Operating Procedures (SOP's), safety guidelines, for the challenge course

Ability to:

- exercise good judgment and extreme caution
- be flexible based on program needs
- create and follow policies and procedures
- communicate with climbers and participants effectively
- assist with the operation of standard high and low challenge course activities

SUMMARY OF POSITION:

Assist in the facilitation and operation of standard high challenge course activities under the direct supervision of qualified supervisor, including group instruction in the proper use of climbing equipment and procedures. Assist in the facilitation and operation of standard introductory activities and low challenge course activities and initiatives. Assist in maintaining the course in excellent working condition, setting up the course prior to session, and taking down and packing up materials and supplies at the end of session, if necessary. Work both on the ground and at height while following standard rules applicable to climbing, rappelling, equipment rescue, etc. Assist in conducting daily check of equipment for safety, cleanliness, and good condition. Partake in trainings and meetings upon request. Assist in maintaining a positive environment for participants. Follow and assist others in following the rules, policies, and safety procedures with a positive attitude.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Develop and maintain positive, cooperative relationships with students, parents, staff, and the community.
2. Maintain confidentiality on job related matters.
3. Communicate effectively both orally and in writing.
4. Perform other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone or two-way radio.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, spot, belay, lift and/or carry up to 50 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work mainly outdoors in an educational and standard environment. May come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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