

CSU OA Office Attendant

Employment Application Information

Thank you for your interest in working for Outdoor Adventure at Campus Recreation. This job presents a unique opportunity to work in a state-of-the-art facility and provide excellent customer service to CSU students in Campus Recreation.

We are looking for employees with a passion for adventure and an interest in sharing it with others. The best applicants are not those who possess immense technical ability, but those who are willing to learn. Applicants who have previous retail, rental program, and customer service experience are desired.

We look forward to reviewing your application. If you have any questions, please contact the director of the OAP Rodney Ley at (970) 491-0964 or rodney.ley@colostate.edu.

Timeline

Applications will be accepted through 17 November 2009; employment offers will be made by mid-December. Training will be held in late January, the scheduled office opening is mid-February 2010.

Note: please attach your class schedule to assist us in scheduling an interview time.

Job Summary

OAC Desk attendants are responsible for the day-to-day operations in the Outdoor Adventure Center. Duties include checking in/out outdoor equipment rentals, equipment maintenance/repair, assisting customers with information about program courses, climbing wall, local areas of interest and special events.

Qualifications:

- **Must be a full-time CSU Student**
- Available to work at least one full semester
- Participation in employee orientation and training each semester
- Ability to work evenings, weekends, and school breaks
- Strong personal interest in outdoor adventure activities such as climbing, skiing, or backpacking
- Prior experience in an outdoor or recreation work environment
- Basic First Aid, Adult CPR and AED certification (can be completed after hiring)

Please fill out all information to the best of your ability. You must be a current student at CSU to be eligible. All applications will be acknowledged.

Please print out, complete and fax or mail to the OA. Contact info on the back of this application. On-line submissions are not available at this time.

Feel free to include a cover letter and resume.

APPLICANT INFORMATION		Today's Date:	
Last Name	First	M.I.	
Local Mailing Address			Apartment/Unit #
City	State	ZIP	
Phone	E-mail Address	Date Available	
Graduation date:	Major / Area of Study:	CSU ID Number:	
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, from what state?	
Do you plan to travel or study abroad? If so, what dates will you be unavailable?			

SKILLS AND EXPERIENCE	
Have you ever worked in retail? If yes, please outline your job description and skill set associated with that job.	
Have you ever worked at a climbing wall? If yes, please outline your job description and skill set associated with the job.	
Briefly outline your experience in <u>customer service</u> for the above listed skills, or any, that you can apply to employment at the OA (you may attach additional information):	
Are you capable of performing tasks such as heavy lifting (e.g. backpacks over 40 lbs), difficult hiking over rough terrain, and maintaining personal health and well-being? Do you require any accommodation to perform this work? Please be specific.	
The Outdoor Adventure office will be open whenever the Student Recreation Center is open. This will involve holding office shifts over weekends, fall break, winter break, and spring break. Can you commit to working during these times? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you participated in or worked at a summer camp (scouts, church, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, were you: <input type="checkbox"/> Participant <input type="checkbox"/> Camp Guide/Employee
If yes, which camp?	Years Attended/Worked
List brief examples of activities at the camp:	
Have you participated in any Adventure Education Programs (NOLS, Outward Bound, Educo, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, were you a: <input type="checkbox"/> Participant <input type="checkbox"/> Instructor
If yes, which program(s)?	Years Attended/Worked
Have you ever traveled internationally? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what was the purpose of the visit? <input type="checkbox"/> Study Abroad <input type="checkbox"/> Family / Friends <input type="checkbox"/> Other _____ <input type="checkbox"/> Tourism <input type="checkbox"/> Military <input type="checkbox"/> Adventure Activities <input type="checkbox"/> Peace Corps
If yes, which country(s)?	
List brief examples of activities on these programs:	

Note: please attach your class schedule to assist us in scheduling an interview time.

Areas of Outdoor Experience: Please check any skill-sets in which you have actively participated in for one year, or have been professionally instructed in.

General Outdoors		Water-sports	Winter	
<input type="checkbox"/> Indoor Climbing	<input type="checkbox"/> 14er Ascents	<input type="checkbox"/> Whitewater Rafting	<input type="checkbox"/> Resort Skiing	<input type="checkbox"/> Snowboarding
<input type="checkbox"/> Outdoor Rock Climbing	<input type="checkbox"/> Hiking	<input type="checkbox"/> Kayaking	<input type="checkbox"/> Backcountry Skiing	<input type="checkbox"/> Ice Climbing
<input type="checkbox"/> Backpacking	<input type="checkbox"/> Canyoneering	<input type="checkbox"/> Canoeing	<input type="checkbox"/> Telemark/AT Skiing	<input type="checkbox"/> Snow Climbing
<input type="checkbox"/> Mountain-Biking	<input type="checkbox"/> Car Camping	<input type="checkbox"/> Scuba Diving	<input type="checkbox"/> X-C Skiing	<input type="checkbox"/> Avalanche Training
<input type="checkbox"/> Leave No Trace	<input type="checkbox"/> Other _____		<input type="checkbox"/> Winter Backpacking	<input type="checkbox"/> Other _____

First Aid Training: What is your current level of first aid training, if any? (Please list expiration dates and authorizing organization):

REFERENCES

Please list three references that can attest to your ability and judgment as an outdoor instructor/leader. Please do not use family members.

Full Name:	Relationship:	
Company/School:	Phone ()	Email:
Full Name:	Relationship:	
Company/School:	Phone ()	Email:
Full Name:	Relationship:	
Company/School:	Phone ()	Email:

LAST JOBS HELD

1	Company:	Phone ()
Job Title and Duties:		Supervisor:
Dates Held:	Reason for Leaving:	
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2	Company:	Phone ()
Job Title and Duties:		Supervisor:
Dates Held:	Reason for Leaving:	
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my termination.

I understand that employment at the Outdoor Adventure Program is subject to the rules, policies, and procedures of Colorado State University. A personal background check and motor vehicle check is required of all persons prior to starting employment.

Signature

Date

OAP Contact Information

Physical Location: Student Recreation Center, room 201

Mailing Address: Outdoor Adventure Program — Campus Recreation, 8027 Campus Delivery, Fort Collins, CO 80523

Fax: 970-491-6092

Email: CampusRec_OAP@mail.colostate.edu

Phone: 970-491-0964