



# Challenge Department Job Application

## Contact Information (please print)

Name: _____	R# or last 4 of your SS#: _____
<b>Local Address</b>	<b>Permanent Address</b>
Street: _____	Street: _____
City, State, and Zip: _____	City, State, and Zip: _____
Phone: (____) _____	Phone: (____) _____
Email: _____	Email: _____

## Job Duties

### Swim Instructor

Duties include writing and implementation of swim lesson plans, providing sound instruction and feedback to participants, teaching a variety of swim programs, and weekly office work. Office work includes but is not limited to inventory, organizing, cleaning, customer service, and clerical work.

### Red Cross Instructor

Duties include teaching a variety of Red Cross certification classes, providing feedback and assistance to participants, assisting in preparing for and cleaning up classes, and weekly office work. Office work includes but is not limited to inventory, organizing, cleaning, customer service, and clerical work.

### Climbing Wall Instructor

Duties include weekly setting and maintaining of routes on the climb wall, providing instruction during climb clinics, general maintenance and care of the climb wall, and weekly office work. Office work includes but is not limited to inventory, organizing, cleaning, customer service, and clerical work.

## Applicant Requirements

### All Applicants

All applicants must have excellent verbal and written communication skills, demonstrate ability to organize, plan, and customize programs, and are subject to an interview. The applicant must be able to work weekends and evenings. Applicants must be willing to cross train into at least one other area within the department. Various opportunities for advancement are also available.

All applicants must also meet and maintain the following University of Toledo student employment requirements:

- Domestic students must carry at least 6 credit hours each fall and spring of employment.
- Domestic undergraduate students must maintain a GPA of at least 2.0 and domestic graduate students must maintain a GPA of at least 3.0.
- International students must have a valid work permit and social security number, carry at least 12 credit hours each fall and spring of employment, and maintain a GPA of at least 3.0.

### Swim Instructor

Water Safety Instructor or equivalent experience is required. American Red Cross First Aid & CPR/AED-PR certification is required, a lifeguarding certification is preferred. The applicant will also be required to obtain instructor certification in American Red Cross First Aid and CPR/AED-PR.

### Red Cross Instructor

American Red Cross First Aid & CPR/AED-PR certification is required. American Red Cross First Aid and CPR/AED instructor certifications are also required. Lifeguarding and lifeguarding instructor certifications are preferred.

### Climbing Wall Instructor

Knowledge, skill, and experience in the sport of climbing are required. American Red Cross First Aid and CPR/AED-PR certification is required. The applicant will also be required to obtain instructor certification in American Red Cross First Aid and CPR/AED-PR.

**Chain of Command**

Instructors are responsible to the Assistant Director of Programming. They are also directly supervised by student coordinators.

**Job Requirements**

Instructors must maintain related certifications; CPR/AED-PR and first aid for all instructors and related instructor certifications.

Instructors must actively participate in all assigned orientations, departmental training sessions, and meetings. Some weekend and special event work will be required. They must adhere to all employee guidelines in the SRC staff manual and the Challenge staff manual and must enforce all SRC user policies at all times.

**Pay Scale**

Instructors start at \$7.30/hr for non-teaching and office work, \$8.30 for instructing and facilitating classes and challenge programs.

Opportunities to cross train into other departments and advance in pay and responsibility are available.

**Employment Information**

Check the areas in which you would like to train and work:

Certification Classes  Climbing Wall  Outreach/Marketing  Swim School  Teambuilding Programs

Have you been awarded with WORK STUDY in the semester for which you are applying?  YES  NO

NOTE: Work study contracts are awarded through UT's financial aid office. UT Work Study students are guaranteed an interview at the SRC. The Work Study contract must be brought to the interview.

Are you legally entitled to work in the United States?  YES  NO

Have you ever been convicted of a crime?  YES  NO

Please list the language(s) you speak and write: \_\_\_\_\_

Year of study at college or graduate level:  FR  SO  JR  SR  MST  PHD

College: \_\_\_\_\_ Major: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Are you presently employed on campus?  YES  NO If yes, where? \_\_\_\_\_

Requested semester for employment:  Fall  Spring  Summer of what year? \_\_\_\_\_

**Qualifications (attach additional sheet if necessary)**

List all current certifications and attach copies of these certifications. (This is required to verify certifications.)

\_\_\_\_\_  
\_\_\_\_\_

Describe any skills, training, and abilities that qualify you for this job. Exclude certifications mentioned above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Availability (Circle all hours you ARE available to work during the semester for which you are applying.)**

<b>Mon</b>	530-8AM	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-1130PM
<b>Tue</b>	530-8AM	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-1130PM
<b>Wed</b>	530-8AM	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-1130PM
<b>Thur</b>	530-8AM	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-1130PM
<b>Fri</b>	530-8AM	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-1130PM
<b>Sat</b>	930-10AM	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-1030PM	
<b>Sun</b>	1130-12PM	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-1030PM					

Requested number of hours per week with weekends: 12 13 14 15 16 17 18 19 20

**Previous Employment (in chronological order, with most recent first)**

1. Employer Name and Address:	Employed From: To:	Responsibilities/Duties:
Supervisor Name:	Reason for Leaving:	
Phone Number:		
2. Employer Name and Address:	Employed From: To:	Responsibilities/Duties:
Supervisor Name:	Reason for Leaving:	
Phone Number:		
3. Employer Name and Address:	Employed From: To:	Responsibilities/Duties:
Supervisor Name:	Reason for Leaving:	
Phone Number:		

**Applicant Information**

What interests you about working on campus at the Student Recreation Center?

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How do you see this position helping you in achieving your academic and/or career goals?

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Please check here if you have attached additional sheets for any questions.

**Interview and Job Offer**

If you are qualified, available when needed, and a position is available, you will receive an invitation to an interview.

If a job offer is made, it will be both verbal and written. Orientation and training arrangements will be made at that time.

**Disclaimer**

**At-Will Employment:** If hired; I acknowledge that I will be an at-will employee. I understand that my student worker position may be eliminated without notice or cause, at the discretion of the employer. I also acknowledge that my employment may be terminated for violation of UT or SRC policy, poor performance, poor availability, failure to complete required documents in a timely way, failure to complete required training in a timely way, or failure to maintain UT student employment requirements. UT students are not permitted to work more than 20 hours per week on average while classes are in session.

**Authorization:** I authorize The University of Toledo, Office of Recreation to obtain information about me from my previous employers and academic institutions. I authorize my previous employers and academic institutions to disclose to The University of Toledo Office of Recreation information about me that would be related to my application for this job.

**Discrimination Clause:** The SRC does not categorically deny employment to any individual based on race, creed, ethnicity, national origin, gender, age, disability, sexual orientation, or veteran status as defined by law.

**Accuracy:** I verify that I have read and understand this job description and that the statements I have made in this application are true and complete. I understand that if I am hired, any false or misleading information given in this application will be grounds for immediate disqualification of this application or termination of employment.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_