

CAMPUS REC

Outdoor Program Climbing Center Student Coordinator

15-20 hours/week • \$17.64/Hour

1 Position Available – Start Date: September 8, 2026

We accept Federal Work Study Applicants, but not required

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. We strive to create a healthy, happy and engaged Portland State community.

The Outdoor Program serves the PSU community by offering adventure trips, non-credit instruction, equipment rental, and the operation of the Climbing Center. The Climbing Center is actively looking for employees who enjoy climbing and embody Campus Rec's values of *community, inclusion, innovation, integrity, sustainability, and wellbeing*. Extensive climbing experience and technical skills are not required.

Supervisor for this Position: Claire Nelson, Outdoor Program Coordinator,
nclaire@pdx.edu

Duties and Responsibilities

- Create and support and welcoming and inclusive climbing environment.
- Train Climbing Center Staff in the policies, procedures and proper use of the Climbing Center and Campus Rec.
- Develop and implement creative programming, classes, and special events throughout the year to increase Climbing Center usage.
- Day-to-day personnel management, including scheduling, staff meetings, and skill development opportunities.
- Collect data on the use of the Climbing Center and regularly report it to the ODP Program Coordinator.
- Keep ODP Coordinator up to date on supply and gear needs for the Climbing Center.
- Work with the Setting Lead to ensure appropriate variety of difficulty in routes, as well as the safety and accessibility of routes.
- Participate in route-setting and supervising special events and courses, as well as working regular shifts when needed.
- Assist with performance evaluations for all Climbing Center staff.
- Weekly meeting with the ODP Program Coordinator and weekly meetings with the ODP Student Coordinator group.
- Other duties as assigned.

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Expectations

- Commitment to [Campus Rec's Mission and Values](#) and [Commitment to Equity](#)
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds

Working Conditions

- Typical Working Hours: The Climbing Center Student Coordinator is required to work an average of 15 hours a week with flexibility available on schedule based on academics.
 - Some additional evenings and weekends are **required** for special events including the *Bouldering Competition in Spring* and the *annual maintenance period in September*. Hours for these events will exceed average weekly expectation.
 - Climbing Center Coordinators are expected to cover shifts as needed and possible in the climbing center.
- Location of Work: 1800 SW 6th Ave, Portland, OR, Academic and Student Recreation Center Climbing Wall, Outdoor Program Office
- Type of Work: Aspects of this work include washing climbing holds, lifting and moving objects over 20 lbs, moving and using ladders, and climbing/setting climbing routes, and sitting at the computer for moderate periods of time.
- Attire: In some instances, may be required to wear Campus Rec staff shirt, nametag, closed toed shoes

Minimum Qualifications

- Be in good academic standing: (Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate)
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions. These certifications can be provided at no cost to you through Campus Rec.
- Bloodborne Pathogen Certification
- **Must successfully complete a background check**
- **Must be available for onboarding starting 9/8/26**

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Preferred Qualifications

- Experience working in a climbing center.
- At least one year remaining at PSU

Application Instructions

1. Complete our Campus Rec [Job Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
 - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
 - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at crecjobs@pdx.edu with the subject line stating "Position Name, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](mailto:ckwong@pdx.edu) at ckwong@pdx.edu.

Performance reviews and evaluations are given 6 months for student employees and annually thereafter. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for references, and can help determine corrective action regarding performance. Performance evaluations are one of the processes of supervision, and are not intended to replace feedback received during ongoing conversations or the disciplinary process.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

Deadline for Submission: Sunday, May 24th at 11:59pm