



FLASH Job Description

Freshman Learners Acquiring Skills in Higher Education

Position: Outdoor Program Equipment Center Attendant

Outdoor Program (ODP) Equipment Center Attendants rent out gear and sign people up for trips in an awesome manner. They work at the front desk, working with rental and inventory software, and in the back gear hangar cleaning returned items, pulling equipment for trips and renters, and helping with gear repairs.

Ideal applicants love the outdoors, and enjoy helping others get outside.

Position's professional growth prospects – Equipment Center Attendants interested in leadership have the opportunity to become trip leaders and/or Student Coordinators of the Equipment Rental Center.

Number of positions available: 1-2

Job Location: Academic and Student Recreation Center (ASRC), Outdoor Program 180

Hours: 6-15 hours/week // 11:45am-6:00pm

Pay Rate: \$16.96/hour

PSU Department: CAMPUS RECREATION

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. The Outdoor Program purpose is to offer and promote safe and environmentally-conscious outdoor recreation by offering adventure trips, non-credit instruction, team-building programs, equipment rental and the operation of the Climbing Center.

Specific Job Duties and Responsibilities

- Provide excellent customer service to Rec Center members and guests, both in person and on the phone; Communicate correct information to inquiring individuals and enforce rental and program policies; Provide customers assistance with registering for trips, researching personal trips/excursions, and general ODP office support as needed.
- Reserve and check out equipment to renters, keep accurate paperwork on each transaction, provide user with general information the equipment; Check in returned equipment: inspect for damages, hang appropriate equipment overnight to air out, inventory, and return to the storage areas;

- Keep the Equipment Center clean and safe, including dusting, sweeping floors, and keep equipment and tools in their proper locations; Make minor repairs and perform routine maintenance on adventure & sports equipment.
- Handle cash operations, daily deposits, and follow all departmental cash handling procedures.
- Follow detailed opening and closing procedures for the Equipment Center.
- Assist with the annual inventory process.
- Carry out special projects, such as building, painting, repair, etc., as assigned by the Student or Program Coordinators.
- Attend all scheduled staff meetings.

Minimum Qualifications

- Commitment to Campus Rec's mission, vision, values, and dignity statements
- Love for the outdoors, and enjoyment helping others get outside
- Show initiative and work independently

Preferred qualifications

- Experience working with diverse populations.
- Strong interpersonal and communication skills.
- Demonstrated positive customer service.
- Ability to trouble-shoot and apply creative solutions