



## Outdoor Program Equipment Center Attendant

• 10-20 hours/week • \$9.60/hour •

The Outdoor Program is a Student Fee funded organization, whose purpose is to offer and promote safe and environmentally conscious outdoor recreation. This is accomplished by offering adventure trips, non-credit instruction, team-building programs, equipment rental, and the operation of the Climbing Center. The Outdoor Program serves as the informational resource to the PSU community regarding outdoor recreation. This position is open to all currently enrolled Portland State University students who are in good academic standing are enrolled in at least six undergraduate or five graduate credit hours per term.

### DUTIES AND RESPONSIBILITIES

- Report to work 15 minutes before scheduled opening time or five minutes prior to shift whichever is appropriate.
- Opening and Closing procedures for the Equipment Center.
- Checkout outdoor equipment to qualified renters, keep accurate paper work on each transaction, and provide user with information available for operation of equipment checked out.
- 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 keeping equipment and tools in their proper locations.
- Provide customer assistance with registering for trips, researching personal trips/excursions, and providing general ODP office support as needed.
- Close the Equipment Center: make sure that all checkout forms are in the proper location and secure doors.
- Make minor repairs and perform routine maintenance on adventure and sports equipment.
- Conduct semi-annual inventory of all equipment in the Equipment Center.
- Conduct a semi-annual inventory of equipment for damages.
- Carry out special projects, such as building, painting, repair, etc., as assigned by the Program Coordinator.
- Manage cash register and follow all departmental cash handling procedures.
- Provide excellent customer service to Rec Center members and guests.
- This position requires you to work through the summer.

### TYPICAL WORKING HOURS

Equipment Center Attendants are expected to work a minimum of 6 hours per week and must be available for work 4 days per week between M-F. Some evenings and weekends are required.

### WORKING CONDITIONS

- *Location of work - equip center, Outdoor Program Office*
- *Type of work - Lifting, sitting, standing,*
- *Uniform –staff shirt, nametag, and appropriate grooming required.*



# CAMPUSREC

## MINIMUM QUALIFICATIONS

- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average (undergrad) and 3.0 (graduate) and maintain good academic standing throughout employment
- Commitment to Campus Rec's mission statement
- Positive attitude
- Shows initiative and works independently
- This position requires you to work through the summer

## PREFERRED QUALIFICATIONS

- Experience working with diverse populations.
- Strong interpersonal and communication skills.
- Demonstrated positive customer service.
- Familiarity with outdoor equipment and repair.

## TO APPLY

1. Complete the Campus Rec application and a one page cover letter describing your interest in the open position and any related experience. Application can be found here: [http://www.pdx.edu/recreation/sites/www.pdx.edu.recreation/files/CREC\\_Application\\_2011\\_2012%20word%2097-2003\\_1.doc](http://www.pdx.edu/recreation/sites/www.pdx.edu.recreation/files/CREC_Application_2011_2012%20word%2097-2003_1.doc).
  - See <http://www.pdx.edu/careers/writing-cover-letters> for tips on how to write your cover letter.
2. Email application, cover letter, and supplemental information listed below to [crecjobs@pdx.edu](mailto:crecjobs@pdx.edu) with the subject line Application for *ODP Equipment Center Attendant*– last name.
3. You will receive a confirmation email that we have received your application within one week of receipt.

**If you need accommodations in filling out this application, please contact the Campus Rec Office Coordinator, Joelle Kenney, at 503-725-2943 or [joellek@pdx.edu](mailto:joellek@pdx.edu)**

**DEADLINE FOR SUBMISSION: March 6, 2012**