

# CAMPUSREC

## **Outdoor Program Equipment Center Attendant**

**10-20 hours/week • \$16.96/hour**

3 Position Available – Start Date: September 16<sup>th</sup>, 2025

*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 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 Climbing Center is actively looking for employees who enjoy climbing and embody Campus Rec's values of *community, inclusion, innovation, integrity, sustainability, and wellbeing*.

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

### **Duties and Responsibilities**

- Provide excellent customer service to Rec Center members and guests, both in person and on the phone.
- Reserve and check out equipment to renters, keep accurate paper work on each transaction, provide user with general information the equipment.
- Handle cash operations, daily deposits, and follow all departmental cash handling procedures.
- Communicate correct information to inquiring individuals and enforce rental and program policies.
- Check in returned equipment: inspect for damages, hang appropriate equipment overnight to air out, inventory, and return to the storage areas.
- Provide customers assistance with registering for trips, researching personal trips/excursions, and general ODP office support as needed.
- Keep the Equipment Center clean and safe, including dusting, sweeping floors, and keeping equipment and tools in their proper locations.
- Follow detailed opening and closing procedures for the Equipment Center.
- Make minor repairs and perform routine maintenance on adventure & sports equipment.
- Attend all scheduled staff meetings.

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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: 3, 4, or 6 hour shifts, Monday – Sunday.
- Location of Work: Outdoor Program Office and Equipment Center
- Type of Work: Lifting up to 40 lbs, sitting, standing, washing, repairing, using a keyboard, cash handling
- Attire: 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)
- Must be able to attend staff training June 17<sup>th</sup> & 18<sup>th</sup>
- **Must successfully complete a background check**

## Preferred Qualifications

- Experience working with diverse populations.
- Strong interpersonal and communication skills.
- Demonstrated positive customer service.
- Familiarity with outdoor equipment and repair.
- Previous cash handling experience.
- Appreciation for the outdoors (extensive experience not required)

## 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](mailto:crecjobs@pdx.edu) with the subject line stating "Position Name, Last Name."

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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](mailto:ckwong@pdx.edu).

Performance reviews and evaluations are given annually for student employees. 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:** Tuesday September 16<sup>th</sup> 2025, Midnight