Outdoor Program Equipment Center Coordinator

• 20-22 hours/week • $10.60/hour

DUTIES AND RESPONSIBILITIES 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, 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.

EXPECTATIONS

• Attends weekly meetings with the Program coordinator. Attends weekly meetings with the ODP Executive Committee.
• Organizes and coordinates the equipment rental program, ensuring the inventory is accurate at all times.
• Manages the day-to-day operations of the Equipment Center including: staff scheduling, staff meetings, staff training, addressing performance and customer service. Reports any performance issues to Outdoor Program Logistics Coordinator.
• Assists the Program Coordinator in training Trip Leaders and Volunteers in the proper use and care of equipment as well as the Equipment Center’s procedures and policies. Reports any performance issues to Outdoor Program Logistics Coordinator.
• Ensures daily deposits of income from rental items. Follows up on bad debt.
• Tracks equipment not returned.
• Coordinates repairs, or arranges for repair of equipment.
• Conducts safety assessment of equipment, withdrawing any unsafe equipment from the rental program.
• Assists Outdoor Program Logistics Coordinator and Trip Leaders in arranging for equipment to run Outdoor Program trips.
• Coordinates reservations done by Student Organizations.
• Assists the Outdoor Program Logistics Coordinator in attaining financial goals established during the budgetary process.
• Coordinates with the Campus Rec Marketing Director and the ODP Volunteer Student Coordinator on advertising and promotions for the Equipment Center.
• Other duties as assigned.

TYPICAL WORKING HOURS

Student Coordinators in the Outdoor Program are expected to work an average of 5 hours per day and must be available for work 4 days per week between M-F. Some evenings and weekends are required.
WORKING CONDITIONS

- Location of work – Student Recreation Center Equipment Center, Outdoor Program Office
- Type of work – aspects of this work are physically demanding and require a good baseline of physical fitness
- Uniform – staff shirt, nametag and appropriate grooming are required while working

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
- Significant experience maintaining and repairing outdoor recreational equipment
- Experience supervising staff
- Strong customer service background

PREFERRED QUALIFICATIONS

- Experience working with diverse populations.
- Strong interpersonal and communication skills.
- Demonstrated history of appropriate customer service skills and supervision of employees.

TO APPLY

1. Complete the Campus Rec application, resume 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/employment-opportunities-0. See http://www.pdx.edu/careers/writing-cover-letters for tips on how to write your cover letter.
2. Email application, resume and cover letter (and supplemental materials) to crecjobs@pdx.edu with the subject line Application for EQC Coordinator – 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 manager at 503-725-2943 or joellek@pdx.edu

DEADLINE FOR SUBMISSION: April 3, 2013