



## Associated Students of Western Washington University

Outdoor Center

Equipment Rental and Resource Staff (Hourly)

**About the Position:** The Equipment Rental & Resource Staff assist Outdoor Center users with renting equipment, and registering for programs as well as providing users with recreation information. The Equipment Staff have the further responsibility for the maintenance of the equipment, the equipment shop and the resource area.

**About the Department:** The purpose of the Outdoor Center (OC) is to enhance opportunities for members of Western's community to involve themselves in outdoor recreation activities. The OC provides a spectrum of programs, resources and services to enable the students, faculty, staff and Alumni Association members to safely participate in a variety of activities, develop and refine skills, practice environmental responsibility, and interact with each other and members of the community.

### Term of Position

Regular Academic Year: Beginning of Fall Quarter to the end of Spring Quarter, and/or Summer Quarter. This position works an average of 10-15 hours per week. Schedules are dependent on employee's availability and Outdoor Center needs.

### Reportage

This position reports to AS Outdoor Center Equipment Shop Coordinator.

### Position Responsibilities:

- Reserve, check-out, and check-in recreational equipment.
- Collect rental fees; advise customers on proper use of equipment.
- Advise about and recommend local recreation areas.
- Provide information about Outdoor Center Excursions, register participants, and collect fees.
- Check-out library books and videos.
- Sell retail items.
- Open and close the shop as required.
- Maintain the order and cleanliness of the Equipment Shop, Cave, Cage, and Resource Lounge.
- Assess and perform limited maintenance on rental and program equipment.
- Inform the Equipment Shop Manager of immediate and long-term shop needs as required.
- Inform the Equipment Shop Manager of repair needs.
- Complete Outdoor Center Orientation on the Point of Sale, Reservations system, and Excursions sign-ups within one week of your first day of employment.
- Attend staff meetings as requested by the Outdoor Center Equipment coordinator and/or Outdoor Center Director.
- Performance of other duties assigned by the Equipment Shop Coordinator and/or other salaried staff.
- Follow all Outdoor Center policies, AS policies and AS by-laws.
- Assist bike technicians in bike shop as necessary.

### AS Employment Responsibilities:

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards. .
  - Being knowledgeable of the AS organization and its general operations.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.

### Required Qualifications:

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

**Preferred Qualifications:**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience.
- Knowledge of bicycle use, repair and maintenance

**Wage:** This position is classified at the Attendant 2 level and will receive \$9.32/hour