



**Students of Western Washington University Associated**  
Outdoor Center  
Equipment Shop & Bicycle Shop Coordinator

**About the Position:**

The Outdoor Center Equipment Shop Coordinator is responsible for the overall operations of the Equipment Shop and Bicycle Shop.

**Position Classification:**

Coordinators provide programming for the Associated Students (AS) as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental Student Budget Coordinator, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

**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.

The Associated Students Equipment and Bike Shop within the Outdoor Center, provides an assortment of outdoor-related resources, gear, and educational opportunities for all students, faculty, staff, and alumni. The Equipment Shop provides rental gear for an assortment of Pacific Northwest outdoor activities. The Bike Shop provides education, advice, supplies, parts, and tools to support bicycle owners in repair and maintenance.

**Terms of Position:**

This is a four quarter position. This position begins the Monday one week before the first week of summer quarter and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation during the second week of September. Payment for the orientation and training is included in the monthly salary. This position requires an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is not *required* or *expected* to work during intersession, winter or spring breaks.

**AS Employment Qualifications**

- Must maintain a minimum of ten 6 credits for undergraduate students and eight 4 credits for graduate students.
- Must maintain a minimum 2.00 cumulative grade point average (GPA).

- Must be available for all AS orientations and trainings
- Must be able to uphold all **AS Employment Responsibilities**.

### **Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people.
- 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.
- Basic knowledge of department and position specific responsibilities.

### **AS Employment Responsibilities**

- Maintain the culture and integrity of the Associated Students organization by:
  - Adhering to all AS Policies and By-laws.
  - Upholding all AS responsibilities outlined in the AS Employment Policy.
  - Attending all AS staff development events.
  - Serving on search committees as suggested by the AS Personnel Director.
- Ensure the continuity of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the current position holder to complete a minimum of 15 hours of unpaid internship.
  - Completing a minimum of 15 hours of internship with the incoming position holder during spring quarter.

### **Outdoor Center Responsibilities**

- Uphold the OC mission statement by:
  - Providing unbiased, nonjudgmental, and accurate information to students.
  - Providing a confidential, safe, and inclusive space for students.
- Enhance teamwork and camaraderie by:
  - Facilitating OC staff meetings and any additional departmental activities.
- Organize and participate in OC inclusive events (such as VU Late Night, Red Square Info Fair, Gear Grab, etc.) by:
  - Coordinating activities, materials, and tabling schedules for OC involvement in these events.
- Assess and track Equipment Shop and Bicycle Shop use and program quality by:
  - Developing and maintaining tracking systems in order to assess client use, equipment used, etc.
  - Collecting client evaluations, including client demographics, promotion success, relevance and success of the OC in meeting needs of the student body, etc.

### **Position Responsibilities:**

- Successfully manage the operations of the OC Equipment Shop and Bicycle Shop by:
  - Taking overall responsibility for the OC Equipment Shop and Bicycle Shop.
  - Devoting at least fifteen (15) hours OC business.

- Address customer relations issues.
- Participate in trainings conducted by the Outdoor Center Manager.
- Be available to the Western community and keep office an open and friendly place by:
  - Maintaining at least ten (10) publicly-posted office hours per week.
  - Ensuring that the OC.
- Ensure professional shop service by:
  - Hiring, scheduling, supervising, and evaluating Equipment and Resource Staff (Front Desk Staff).
  - Hiring, scheduling, supervising, and evaluating Bicycle Technicians.
  - Hiring, scheduling, supervising, and evaluating Equipment Technicians.
- Prepare all employees for success by:
  - Training all staff about the operations of the Equipment Shop and Bicycle Shop.
  - Training each staff member in their specific duties to ensure a smooth-running OC.
  - Giving each staff member specific duties.
- Ensure the successful operation of the Equipment Shop by:
  - Managing the maintenance program of all rental equipment.
  - Proposing and modifying operating policies and rental rates.
  - Maintaining equipment amortization and new gear purchasing.
  - Researching, proposing, and purchasing Equipment Shop equipment and supplies.
- Ensure the successful operation of the Bicycle Shop by:
  - Overseeing inventory control of the Bicycle Shop equipment, tools, and repair equipment.
  - Researching, proposing, and purchasing Bicycle Shop equipment and supplies.
- Maintain a cohesive and positive working environment for all OC employee by:
  - Organizing and facilitating Equipment Shop and Bike Shop staff meetings.
  - Continuing staff trainings throughout the year.
- Ensure staff scheduling during all of the open hours scheduled for the OC by:
  - Complete hiring and preliminary paperwork so as to be able to open on the first day of scheduled classes of each quarter.
  - Assuring shop staff coverage during finals week.
- Maintain the Equipment Shop and Bicycle Shop budgets by:
  - Serving as the Co-Student Budget Coordinator for the Equipment Shop, Bicycle Shop, and Equipment Amortization budgets in conjunction with the Outdoor Center Manager.
  - Invoice university and community organizations for rental usage.
- Ensure a smooth transition at the end of the term of the position by:
  - Provide training to the incoming Equipment Shop and Bike Shop Coordinator.
- Promote the Outdoor Center by
  - Collaborating with the OC Promotions and Outreach Coordinator to maintain adequate publicity for the Equipment and Bicycle Shop.
  - Participating in the planning and execution of OC events, such as Gear Grab, etc.
  - Representing the Outdoor Center at New Student Programs

**Salary:**

Minimum annual salary of \$7,920 (approximately \$292 twice per month summer and fall quarters and

approximately \$345 twice per month winter and spring quarters).

**Reportage:**

The Equipment Rental & Bicycle Repair Shop Coordinator reports to the Outdoor Center Manager.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised on September 30<sup>th</sup>, 2015 by motion ASB-15-F-16.