



DIVISION OF STUDENT AFFAIRS

CORE Equipment Specialist: Rental Program or Bike Shop

Job Title: Outdoor Recreation Equipment Specialist

Hourly Pay Rate: \$8.25

Job Summary

Equipment Specialists are responsible for the day-to-day operations of the outdoor recreation rental program, offering excellent customer service to patrons who wish to rent equipment as well as maintaining all outdoor recreation equipment and facilities.

Basic Qualifications/Certifications

- Previous experience in a customer service or outdoor recreation related position
- Current First Aid and CPR certifications
 - Must obtain within the first semester of work
- Current Blood Borne Pathogens, Hazardous Waste, and Hazardous Materials training
 - Must obtain prior to hire (provided by Campus Recreation)
- Current Van-Driver Training
 - Must obtain within the first semester of work (provided by Campus Recreation)

Preferred Qualifications/Certifications

- Previous experience in an outdoor recreation rental program
- Previous experience working in a bike shop
- Previous experience with vehicle or facility maintenance

General Job Responsibilities

- Consistently uphold all Campus Recreation department policies and procedures for patron and employee management related to position; critical thinking, problem solving within limits of department policy and procedures, judgement to identify and apply existing guidelines, training, enforcement, and communication for employees.
- Read, understand and follow all policies and procedures outlined in the Campus Recreation Employee Handbook and CORE Staff Manual
- Assist patrons with renting equipment
- Assist patrons with basic bike shop tasks

- Provide expert knowledge about local outdoor recreation opportunities to patrons
- Handle all point of sale transactions for rentals including submitting daily reports

- Promote CORE trips and events
- Maintain all outdoor recreation equipment and facilities
- Further the mission of Student Affairs, Campus Recreation, and the Outdoor Recreation Program
- Complete other duties as needed and assigned