



## **Students of Western Washington University Associated**

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.

### **Terms of Position:**

This is a three or four quarter position. This position starts the Monday before the start of classes Fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 10 to 15 hours per week and no more than 60 hours per month. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break. Schedules are dependent on employee availability and Outdoor Center needs.

### **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).
- 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.

### **AS Employment Responsibilities**

- Maintain the culture and integrity of the Associated Students organization by: -
  - o Adhering to all AS Policies and By-laws. -
  - o Upholding all AS responsibilities outlined in the AS Employment Policy, -
  - o Attending all AS staff development events. -
  - o Serving on search committees as suggested by the AS Personnel Director. -
- Ensure the continuity of this position by:
  - o Working with supervisor and Personnel Director to revise and update position job description.

### **Outdoor Center Responsibilities**

- Uphold the OC mission statement by: -
  - o Providing unbiased, nonjudgmental, and accurate information to students,
  - o Providing a confidential, safe, and inclusive space for students. -

### **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.

### **Salary:**

This position is classified at the Attendant 2 level and will receive \$11.00/hour

### **Reportage:**

The Equipment Rental & Resource Staff reports to the AS outdoor Center Equipment Shop Coordinator.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer.