

**Job Description - Outdoor Center Attendant**

**Supervisor:**

* Outdoor Recreation Assistant Director

**Job Description/Purpose/Primary Function of Position:**

The Outdoor Center Attendant is responsible for customer service and rental operations of the Outdoor Center and Sewell Park under the supervision and guidance of the Outdoor Recreation Assistant Director and Coordinator.

**Qualifications:**

* (Required) Weekend availability and personal transportation
* Active Texas State student, registered for a minimum of six (6) credit hours and maintain a minimum 2.5 GPA (not required to be enrolled in summer semester classes)
* Current CPR and First-Aid Certifications (or obtain within 30 days of hire)

**Knowledge and Skills/Job Specifics/Duties and Responsibilities (not limited to):**

* Rent outdoor equipment to TXST students, faculty, staff, and alumni
* Inspect equipment for damage and/or missing parts, clean, repair, and return equipment to proper storage
* Provide positive customer service to Outdoor Center users and Sewell Park patrons. End and remove any and all unsafe behavior
* Monitor Sewell Park users through scheduled, routine walk-throughs
* Enforce all program, personnel, and department policies and procedures at the Outdoor Center and Sewell Park
* Remain up-to-date on upcoming Outdoor Recreation programming and provide appropriate and accurate information about each activity
* Process University Camp and Sewell Park reservations effectively, in addition to communicating all policies and rules
* Complete all transactions accurately and in a timely manner
* Pull & prepare trip equipment as needed
* Completing full inventory checks of Outdoor Center equipment, on a semesterly basis
* Maintain a clean and safe work environment. Provide basic grounds maintenance in Sewell Park as needed
* Be familiar with all aspects of, and able to implement the Emergency Action Plan at all times
* Attend all staff meetings

**Wages/Scheduling:**

Hourly Wage: $9.00-$10.50 per hour, depending on evaluations and acquired certifications

Scheduling & Hours per week:

* Fall/Spring: 6-15 hours per week, on average. Up to 25 hours per week permitted.
* Summer: If not in class, up to 35 hours per week permitted.

**Evaluation:**

* Student Staff will perform self-evaluations and be evaluated by their supervisor each long academic semester (Fall/Spring)

**Other:**

In accordance with the Student Success Division/Campus Recreation Office Strategic Plan, other duties as assigned.