



Outdoors - Staff

Definition: Under the general direction of the Outdoor Programs Supervisor, the Outdoors Staff member will have the responsibility of planning, promoting and coordinating outdoor trips, coordinating with other Outdoor Staff members to oversee equipment reservations, and handle a wide variety of outdoor recreational equipment items.

Duties: The incumbent will assist in hiring, training and scheduling Outdoors Staff and Volunteers.

Incumbent will also work closely with Outings Staff to prep, check out and check in equipment for Outings.

Must also maintain records of all program equipment. Will assist in marketing of Equipment Rental program.

The incumbent will perform other comparable duties as assigned by the Outdoor Programs Coordinator or Outdoors Supervisor including completing daily participation reports/maintenance forms.

Qualifications: Education: Must be enrolled in a minimum of six (6) units at California State University, San Bernardino and maintain a quarterly and cumulative G.P.A. above 2.0.

Experience: The incumbent will demonstrate the knowledge and technical skills associated with standard outdoor equipment rental programming. Must have knowledge or willingness to learn about renting, retailing and servicing equipment. Must also have knowledge or willingness to learn about resource areas and trip planning in order to support Outings program. Must be able to carry loads of more than 30 pounds and work in strenuous conditions that include moving, setting up and repairing gear. In addition the incumbent will possess beginning skill level using Microsoft Office Suite applications. Intermediate skills in the use of email and the internet. The ability to travel both within the state and nationally is preferred.

Compensation: \$11.25 - \$16.00 per hour. Work-study positions are also available.