

**Job Description- University Camp Attendant**

**Supervisor:**

* Outdoor Recreation Coordinator

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

The University Camp Attendant is responsible for customer service and facilitative operations of the 126-acre University Camp under the supervision and guidance of the Outdoor Recreation Coordinator

**Qualifications:**

* Active Texas State student, registered for a minimum of six (6) credit hours and maintain a minimum 2.5 GPA
* Current CPR and First-Aid Certifications (or obtain within 30 days of hire)
* Must be available weekends (Friday-Sunday)
* Must wear all required Personal Protection Equipment (PPE) when needed
* Able to work in all weather conditions and climates
* Able to work well with little supervision
* (Preferred) Knowledge of and experience in groundskeeping or maintenance work
* (Preferred) Prior experience, or interest in, the field of Outdoor Recreation

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

* Trash and debris removal from any used spaces at University Camp post-reservation
* Resupply the University Camp Bathhouse with supplies as needed (toilet paper, paper towels, hand soap, trash bags) and report if cleaning is needed
* Provide excellent customer service with all patrons at University Camp, processing rentals and offering any assistance as needed
* Monitor University Camp through scheduled, routine walk-throughs
* When the Outdoor Recreation Coordinator is unavailable, oversee the University Camp property with limited assistance
* Assist with groundskeeping responsibilities as needed
* Assist with processing downed wood on the University Camp property, from tree removal to bundling for firewood sale
* Enforce rules and inform Coordinator of any fines that need to be applied. End and remove any and all unsafe behavior
* Assist the Outdoor Recreation Coordinator with any special or maintenance projects as needed
* Remain up to date on upcoming Outdoor Recreation programming and provide appropriate and accurate information about each activity
* Inspect equipment for damage and/or missing parts, clean, repair, and return equipment to proper storage
* 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: $8.00-$9.50 per hour, depending on evaluations and equipment experience

Scheduling & Hours per week:

* Fall/Spring: 15 hours per week, on average
* Summer: 25 hours per week, on average

**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 Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.

Texas State University will not discriminate against any person (or exclude any person from participating in or receiving the benefits of any of its activities or programs) on any basis prohibited by law, including race, color, age, national origin, religion, sex or disability, veterans status or on the basis of sexual orientation.