

Texas State University – San Marcos
Outdoor Recreation
Department of Campus Recreation
Outdoor Center Attendant

Purpose/Primary Function of the Position:

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

Duties and Responsibilities (Not Limited To):

- Maintain a clean and safe work environment. Provide basic grounds maintenance in Sewell Park as-needed
- 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
- Rent outdoor equipment to qualified TXST students, faculty, staff, and alumni
- 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
- 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
- Other duties as assigned

Additional Duties and Responsibilities:

- Pull & prepare trip equipment as needed
- Perform routine maintenance and complete minor repairs on rental equipment
- Completing full inventory checks of Outdoor Center equipment, on a semesterly basis

Employment Qualifications:

- Availability during the summer semester (May-August)
- 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)
- Knowledge of and experience with outdoor recreation equipment and activities is strongly preferred

University and Departmental Policies, Orientation, and Training:

All employees are required to attend the Campus Recreation annual training at the start of the Fall Semester, and familiarize themselves with Outdoor Recreation procedures and policies. Position-specific training will be provided. Optional in-service trainings will be provided throughout employment to give opportunities to further develop skills and knowledge applicable to this position and future promotions.

Wage Rate/Range, and Scheduling of Work Hours:

Staff hired at the Outdoor Center Attendant level will be paid **\$8.00 per hour**. Staff may be paid up to \$9.50 per hour if the following requirements are met:

- Work at the Outdoor Center for at least 2 Academic Semesters
- Received positive supervisor evaluations from the two most recent semesters
- Accept and undertake additional duties and responsibilities while on-shift or additional hours worked

Any evaluation-based pay raise that is received will be removed upon receiving a negative supervisor evaluation. Outdoor Center Attendants can expect between 6-15 hours per week during the Fall and Spring academic semesters, with a greater number of hours available during the Summer academic semesters.

Supervision:

Daily supervision, guidance and instruction will be provided by the Outdoor Recreation Assistant Director. The secondary supervisor is the Outdoor Recreation Graduate Assistant.