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

Supervisor: Outdoor Center Supervisor and/or Graduate Assistant for Outdoor Recreation.

Hours per week: 8 to 15 hours

Qualifications

- Current CPR and First-Aid Certifications.
- Knowledge of and experience with outdoor recreation equipment and activities.
- Must be registered for a minimum of six credit hours and maintain a 2.25 GPA.

Specific Duties and Responsibilities

- Provide excellence in customer service to Outdoor Center/Sewell Park users at the service window of the Outdoor Center.
- Initiate and complete equipment rental process with clientele; be completely familiar with cash register operation.
- Monitor Sewell Park users by observation and routine walk-through during shift; communicate with park users about rule violations and unsafe behavior.
- Enforce and follow program policies and procedures.
- Provide first-aid and emergency support as necessary.
- Complete equipment check-in process and assist in ensuring that equipment is taken care of properly and "made ready" to check out again.
- Actively participate in all training and staff meetings.
- Provide information regarding Outdoor Recreation programs.
- Responsible for basic grounds maintenance of Sewell Park.
- Assist in maintaining security of facility and performing risk management duties.
- Assist in the documentation of statistics, inventory, incidents and accidents.
- Establish and maintain clear communication with co-workers and supervisors.
- Perform non-routine tasks as assigned by supervisor.

Application: Campus Recreation Application can be received in person in the Outdoor Center and Student Recreation Center. Online applications are available on the Campus Recreation website. For more information contact Sara Stockwood, Graduate Assistant for Outdoor Recreation at ss93@txstate.edu.