



Job Description- Outdoor Center Attendant

Supervisor:

- Outdoor Recreation Assistant Director
- Outdoor Recreation Graduate Assistant

Job Description/Purpose/Primary Function of 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.

Qualifications:

- Open 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)
- (Preferred) Knowledge of and experience with outdoor recreation equipment and activities

Knowledge and Skills/Job Specifics/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
- Pull & prepare trip equipment as needed
- Completing full inventory checks of Outdoor Center equipment, on a semesterly basis
- 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 acquired certifications

Scheduling & Hours per week:

- Fall/Spring: 6-15 hours per week, on average
- Summer: Up to 35 hours per week

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.