

**Job Description- Outdoor Center Attendant**

**Supervisor:**

* Outdoor Recreation Assistant Director

**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 Coordinator.

**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. Basic grounds upkeep in Sewell Park as-needed
* 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
* Be familiar with all aspects of, and able to implement the Emergency Action Plan at all times
* Attend all staff meetings

**Wages/Scheduling:**

Starting Hourly Wage: $9.00 per hour

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.

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