

**SFSU CAMPUS RECREATION**

# **NOW HIRING**

## **Outdoor Resource Center Staff**

**APPLICATION DEADLINE:  
FEBRUARY 28, 2019**

To Apply: As a department under the Dean of Students area, please complete the Common Application form below on Qualtrics. Additionally, we will ask for your cover letter and resume, and the attached Staff Availability Sheet to be filled out and uploaded as part of your application.

**Qualtrics - Common Application:**

**[HTTPS://SFSU.CO1.QUALTRICS.COM/JFE/FOR  
M/SV\\_3N47J3OAEH4XELX](https://sfsu.co1.qualtrics.com/jfe/form/SV_3N47J3OAEH4XELX)**



## PURPOSE

The main responsibility of the Outdoor Resource Center Staff is to provide on-site supervision of the Outdoor Resource Center during open hours of operation. Experience and knowledge of outdoor recreation and equipment is essential to this position. This position works under the supervision of the Outdoor Resource Center Student Manager(s) and a full-time staff professional. This position also represents the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

## DUTIES AND RESPONSIBILITIES

- Maintain and repair outdoor equipment as needed
- Display exceptional customer service skills in a dynamic environment
- Disseminate information about the Outdoor Resource Center, including hours, events, trip planning, safety tips, equipment checkout, usage, and return policies.
- Educate participants on use of the Outdoor Resource Center Area, and enforce program policies and procedures.
- Ensure all facility doors are unlocked and locked appropriately and equipment is securely stored and well maintained.
- Help educate participants on safely recreating outdoors and assist them with trip planning and identifying supply needs.
- Attend staff meetings and staff trainings.
- Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Hours will vary, however students may not work more than 20 hours/week during the academic semester.

## QUALIFICATIONS

- Previous outdoor recreation experience (e.g., hiking, backpacking, camping, boating, etc.) and safety knowledge including safe use of outdoor equipment and outdoor techniques.
  - a. Strongly preferred:
    - i. Outdoor trip guiding experience; outdoor instructor experience/ certification (any discipline).
    - ii. Knowledge of outdoor recreation opportunities in northern California.
- First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- Demonstrated interpersonal skills including strong communication skills, customer service skills, ability to enforce policy and perform under pressure, and working in a team atmosphere.
- Must be able to work independently without direct supervision on a day to day basis.
- Employment may be dependent on passing a background check.