University Recreation
ON-CAMPUS JOB DESCRIPTION
VACANT

Job Title: Summer Shop Attendant and Outdoor Guide
Hourly Pay Rate: $9.19 + Dependent upon Experience
Department: University Recreation
Contact Person: Eric Scott
Phone Number: 963-3511
Location: SURC, Room 175

Need 4-7 students to work 2 - 6 hrs per week *Spring Only
Need 4-7 students to work 25-40 hours per week. *Summer Only

Outdoor Pursuits & Rental Shop Attendants:
Outdoor Pursuits & Rental Shop Attendants will prepare and maintain facility and rental equipment. Attendants will be the point of sale for Outdoor Pursuits programs and will be responsible for following all policies and procedures for the Outdoor Pursuit Rental Shop. Additionally, the Summer Shop Attendants will act as trip leaders, developing and leading outdoor trips, primarily rafting the Yakima River. Trainings will require availability during Spring Break and weekends throughout spring quarter.

Duties & Responsibilities:
• Keep accurate records--logging rental contracts, proper cash register accounting, and ticket sales reports.
• Assist campus community and visitors in selecting the proper equipment.
• Advise customers on locations for recreation-camping, snowshoeing, river floating, etc.
• Assist in the preparations, implementation, and debriefing of outdoor adventure trips throughout the year.
• Assist in participant trainings prior to departure of adventure trips.

Minimum Qualifications / Skills Needed:
• Ability to communicate well.
• Able to work efficiently under pressure and time constraints.
• Demonstrate ability to execute cash handling procedures.
• Experience and knowledge of outdoor programs and equipment.
• Prior Experience leading groups in the outdoors. Water safety or guiding certifications preferred.
• Current Basic First Aid and CPR Certifications. Advanced First Aid or Wilderness First Responder preferred.
• Spring Break and weekends available throughout Spring Quarter required

Why do you need this position?
Provides advanced customer service and point of sale services to the campus community.
Provides outdoor information and programs to the campus community.

What educational benefits will the student gain from this position?
Students will gain experience in office organization, public relations and customer service.
Students will gain a clear understanding of Outdoor Recreation in the Central Washington region. Students will also gain experience in program development, risk management, and outdoor leadership skills. Students will receive certifications and trainings needed to conduct water-based excursions.

**Length of Employment:** Spring, Summer

**How to apply:** You can download the application for this and other student employee positions online at [www.cwu.edu/~rec](http://www.cwu.edu/~rec). If interested in this specific position please e-mail your application to Eric Scott at [scotter@cwu.edu](mailto:scotter@cwu.edu) or deliver your completed application to the Recreation Center room 175.