

Outdoor Recreation Center Office Manager Job Description

Position Title: Outdoor Recreation Center Office Manager

Dates of Employment: Fall, Spring, and Summer positions

Program Description: The purpose of the Outdoor Recreation Center, under Recreational Sports, is to provide outdoor recreational opportunities and resources for members of the CSM community.

General Description: It is the primary responsibility of Office Manager(s) to support the ORC's goal of being organized and efficient. Additionally, Office Managers are responsible for some promotions, record keeping associated with ORC trips, workshops, and special activities and other general office tasks.

Specific Job Responsibilities: Taking and confirming activity and equipment reservations, organizing activity equipment and supplies, renting equipment, as well as completing other trip and workshop specific tasks. Customer service, creation of promotional materials (both physical and electronic), record keeping, and various other office related tasks.

Work Hours: varies (2-20 hours per week)

Pay Levels: \$8.00/hr.

Qualifications: Proficiency with computers and related software (Word, Excel, Access, PowerPoint, Quicken, InDesign). Due to the nature of the ORC, outdoor experience and knowledge of basic bike and ski maintenance is preferred. Applicants must also be organized, dedicated, motivated, self-directed individuals with a strong work ethic. Applicants should possess a positive attitude, exceptional customer service skills and the ability to work well with others.

Benefits: The Outdoor Recreation Center offers numerous opportunities for leadership training, personal/professional development, and recreational activities. The ORC also offers limited pro purchase programs and similar deals on equipment and outdoor clothing. ORC staff members are able to use any and all of our rental equipment for free.

Contact: For more information, please contact Rob Thompson, Director of the Outdoor Recreation Center at 303-273-3907, rbthomps@mines.edu. To learn more about the ORC checkout the website at www.mines.edu/stu_life/recsports/morc or just stop by we are located in the Student Recreation Center on the west side.