

# Outdoor Recreation Center Trip Coordinator/Rental Technician Job Description

Position Title: Outdoor Recreation Center Trip Coordinator/Rental Technician

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 responsibility of Trip Coordinator/Rental Technicians to support the Outdoor Recreation Center in the renting, organizing, and maintaining of outdoor equipment. As well as planning, preparing, leading and evaluating ORC trips, workshops and special events.

Specific Job Responsibilities: Taking and confirming activity and equipment reservations, acting as a resource for the CSM community, organizing activity equipment and supplies, renting equipment, maintaining equipment, researching new trip locations and workshop ideas, as well as completing other trip and workshop specific tasks. Cleaning and repairing trip equipment after activities and rentals. All ORC employees must be able to perform minor maintenance on bikes as well as be able to tune and wax skis and snowboards. Training for bike maintenance, ski and snowboard waxing available upon being hired but previous experience is preferred.

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

Pay Levels: \$8.00/hr.

Qualifications: Previous outdoor experience is required. Experience leading groups into the backcountry is preferred. Experience with other institutions (NOLS, Outward Bound, American Alpine Institution etc.) is preferred. Wilderness First Aid (WFA) or Wilderness First Responder (WFR) is strongly preferred. Completion of an Avalanche Level course is also preferred. If an applicant doesn't currently hold one or more of these certifications they must be willing to acquire them in a timely fashion at some cost to the applicant. Applicants must be willing to develop and improve their outdoor skills outside their work hours. Applicants must also be dedicated, motivated, self-directed individuals with a strong work ethic. Applicants must consistently demonstrate good judgment and decision-making abilities. 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](http://www.mines.edu/stu_life/recsports/morc) or just stop by we are located in the Student Recreation Center on the west side.