



OUTDOOR PURSUITS GEAR SHOP ATTENDANT JOB DESCRIPTION

The Outdoor Pursuits Gear Shop Attendant is a part-time, semester-long position (academic year-long option available). The Gear Shop Attendant will work under the supervision of the Coordinator of Outdoor Pursuits and Graduate Assistant. The Gear Shop Attendant also works directly with students instructing, advising, and assisting them in their pursuit of outdoor recreation. The Gear Shop Attendant must be able to work flexible hours including some weekends, holidays, and nights.

Overview of Duties, Responsibilities and Requirements:

- Assist the Coordinator of Outdoor Pursuits and Graduate Assistant with the overall management and operation of the Outdoor Pursuits Rental Program
- Work in Pro Shop to take reservations, check in/out equipment, take phone calls and assist with general questions from program users
- Assist in leading, instructing trips and workshops as well as being able to physically and mentally participate in Outdoor Pursuits trips and field clinics. Trips include, but are not limited to, rafting, kayaking, mountain biking, hiking/backpacking, and snowboarding, rock climbing and mountaineering
- Assist in program development and production of internal documentation and manuals.
- Assist in inventory management, repair and maintenance of Outdoor Pursuits equipment
- Assist in overseeing the Outdoor Pursuits repair area and assist students in repairing and maintaining their own equipment
- Assist in developing, publishing and distributing the Outdoor Pursuits program marketing material including posters and announcements
- Assist in maintaining the Outdoor Pursuits resource library including books, periodicals, and magazines
- Maintain at minimum, a current CPR/AED and First Aid or Wilderness First Aid certification.
- Maintain a current driver's license and have a driving record that is acceptable to the University of Northern Colorado
- Have an outdoor activity background, including familiarity with outdoor equipment
- Computer, phone and excellent customer service skills
- Perform other duties as assigned

Preferred Qualifications:

- Knowledge and ability to use hand and power tools, mount and adjust snowboards and snowshoe bindings, tune snowboards and other repairs as needed
- Knowledge of zipper and stitch repair