

# Outdoor Recreation Center Bike Mechanic Job Description

**Position Title:** Outdoor Recreation Center Bike Mechanic

**Dates of Employment:** Summer, Fall and Spring 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 a Bike Mechanic to support the Outdoor Recreation Center in organizing and maintaining outdoor equipment, this includes equipment owned by the ORC and the CSM community. Bike Mechanics also serve as support for trips, workshops, special events, and the rental program.

**Specific Job Responsibilities:** Servicing and maintaining the Outdoor Recreation Center bikes, servicing and maintaining customer's bikes including: changing tires, chains, pedals, adjusting derailleurs, brakes and much more, acting as a resource for the CSM community, organizing activity equipment and supplies, and workshop ideas, as well as completing other specific tasks. Bike Mechanics are required to register participants for ORC events and be able to rent out and return ORC equipment. All ORC employees must be able to perform minor maintenance on equipment as well as be able to tune and wax skis and snowboards. Training for ski and snowboard waxing available upon being hired but previous experience is preferred.

**Work Hours:** varies (10-20 hours per week)

**Pay Levels:** \$8.50/hr.

**Work Study:** Applicants are hired based on their qualifications not whether or not they receive work study.

**Qualifications:** Previous cycling mechanic experience is a must, and outdoor experience is required. ORC Bike Mechanics should have extensive bike maintenance experience including the ability to perform maintenance on a very wide range of bikes. This includes everything from high end down-hill and road bikes to bikes that were purchased at Wal-Mart and then left in the weather for a few years. Applicants must be willing to develop and improve their outdoor recreation skills outside their work hours. Applicants must also be self-directed individuals with a strong work ethic. Applicants must have a willingness to learn about programs and services offered by the Outdoor Recreation Center and Recreational Sports. Applicants should possess a positive attitude, good 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 most of our rental equipment for free.

**Contact:** For more information, please contact Nate Bondi, Director of the Outdoor Recreation Center at [nbondi@mines.edu](mailto:nbondi@mines.edu). To learn more about the Outdoor Recreation Center 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.