

## Outdoor Recreation Center Rental Technician Job Description

**Position Title:** Outdoor Recreation Center Rental Technician

**Dates of Employment:** Fall, Spring, and Summer positions

**Program Description:** The Outdoor Recreation Center (ORC) is designed to be a resource for the CSM community. The ORC facilitates a trip and workshop program, equipment rental, bicycle, ski, and snowboard maintenance services, a resource center and the climbing wall to help create a positive recreation outlet for the CSM community.

**General Description:** It is the responsibility of Rental Technician to support the Outdoor Recreation Center in the renting, organizing, and maintaining outdoor equipment. Rental Technicians also serve as support for 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 specific trip and workshop tasks. After activities and rentals, Rental Technicians are required to assist in cleaning and repairing trip equipment. Employees must have a basic working knowledge of bike maintenance basics. Employees must be asked 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. Employees must attend mandatory staff meetings, staff trainings and departmental wide trainings and events. Other duties as assigned. Employees are required to maintain CPR/AED and First Aid certifications training available upon being hired.

**Work Hours:** varies (0-20 hours per week)

**Pay Levels:** \$8.00/hr.

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

**Qualifications:** Previous outdoor experience is required. Applicants must be willing to develop and improve their outdoor recreational and living 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, 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 and free use of most ORC equipment.

**Contact:** For more information, please contact Nate Bondi, Director of the Outdoor Recreation Center at 303-273-3537, [nbondi@mines.edu](mailto:nbondi@mines.edu). To learn more about the ORC checkout the website at <http://m.recsports.mines.edu/REC-Outdoor-Recreation>.