Equipment & Bike Shop Coordinator

Outdoor Center | $15.35 | Up to 15 hrs/week | 4 Quarters

**Start Date:** The Monday before the start of Summer Quarter  
**End Date:** The end of Spring Quarter  
**Position Continuance offered at end of full term of position**

**OFFICE RESPONSIBILITIES**
- Engage students, staff, and faculty in the beneficial aspects of nature and recreation.
- Providing unbiased, nonjudgmental, and accurate information and services to customers.
- Engagement in Justice, Diversity, Equity and Inclusion learning and application.
- Actively seeking out and providing mentorship with members of the WWU community.
- Effective communication with all Viking Outdoor Recreation staff members

**ABOUT THE OFFICE**
The Outdoor Center enhances opportunities for students and other members of the WWU community to involve themselves in outdoor recreation activities. The Outdoor Center provides a spectrum of programs, resources and services to enable the students, faculty, staff and Alumni Association members to safely participate in a variety of activities, develop and refine skills, practice environmental responsibility, and interact with each other and members of the local community.

**ABOUT THE POSITION**
The Outdoor Center Equipment Shop Coordinator is responsible for the overall operations and management of the Equipment Shop and Bicycle Shop.

**POSITION RESPONSIBILITIES**
- Successfully manage the operations of the OC Equipment Shop and Bicycle Shop
- Hiring, training, scheduling, supervising, and evaluating Equipment Rental and Resource Staff, Equipment Technicians, and Bicycle Technicians.
- Organizing and facilitating staff meetings
- Research for and request purchase orders for new/replacement rental equipment, tools, and retail merchandise
- Managing inventory of all rental equipment and retail items.
- Managing budget and finances for the equipment and bike shop
- Working collaboratively with other Outdoor Center Coordinators to advertise the equipment shop and promote special events
REQUIRED QUALIFICATIONS

• Maintain a minimum credit load during full term of position:
  o Undergrad: 6 credits
  o Grad: 4 credits
• Maintain a minimum of 2.0 GPA.
• Ability to complete entire term of position.
• At the time of hiring, be eligible for employment in the U.S.

PREFFERED QUALIFICATIONS

• Effective organizational and time management skills.
• Prior experiences supervising, mentoring, or leading others
• Ability to work independently and responsibly.
• Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
• Ability to work within deadlines and problem solve.
• Ability to communicate in an effective manner that is welcoming to wide variety of people.
• Knowledge or experience with Budget Management.
• Ability to identify and work on removing inequities, barriers to access, and forms of oppression that may be present in the programming or services related to this position

This job description is subject to change in accordance with the AS Personnel Policy.
The Associated Students is an Equal Opportunity Employer.
Revised January 2021 by Personnel Director.