

**University of Wisconsin-La Crosse
Recreational Sports Department**

TITLE: Outdoor Connection Staff (OC Reps)

Job Description:

Outdoor Connection Representatives (OC Reps) are responsible for managing the daily operations of the Outdoor Connection.

Specific Duties:

Outdoor Gear Rental Desk

- Serve as a resource by providing accurate and current information regarding outdoor recreation equipment and programs offered by Outdoor Connection
- Maintain, clean, organize and repair outdoor rental equipment
- Responsible for opening and closing procedures for Outdoor Connection
- Perform cash, campus cash and credit card transactions on university point of sale (POS) system.
- Reserve, exchange, inventory, and maintain outdoor rental equipment
- Serve as public relations representative for the Outdoor Connection by assisting with promotions of programs and rentals
- Assist in developing an outdoor resource library

Trip Leading

- Assist in planning and developing trips/clinics/classes.
- Lead and guide day, weekend and extended trips, events, clinics and classes
- Conduct pre-trip/event meetings with participants
- Assist in promoting and advertising all outdoor recreation and Rec Sports events
- Provide positive public relations, program promotion and policy education
- Assist and perform pre and post trip logistics and administrative tasks
- Scout, inspect and prepare trip locations/sites and necessary equipment
- Maintain files on each event/trip/clinic
- Respond to and follow all risk management/emergency procedures
- Submit incident/injury report forms with appropriate documentation in timely manner
- Stay current on outdoor trends and practices

General

- Maintain current certifications in first aid, CPR, and AED
- Work scheduled shift or complete employee schedule change process if unable to work
- Maintain a positive, cooperative, and customer service oriented attitude that enhances a fun work environment; wear staff apparel, nametag, and maintain clean, professional atmosphere
- Support and promote all decisions, programs, and activities offered by the Recreational Sports Department.
- Serve as a positive representative while participating in university and departmental activities
- Participate as desired in departmental, programmatic and event planning committees.
- Participate in self, peer, supervisory, and participant evaluation process and attend bi-monthly staff meetings, and staff training
- Complete other duties as assigned

Time Commitment and Pay:

Position requires a commitment of 7-10 hours per week. Hours range from 10:00am – 7:00pm. Working some evenings, weekends, holidays, and breaks are required. Schedules are flexible to meet class schedule. Starting pay: \$7.25/hour.

Preferred Experience:

- Participation in Campus Recreation Outdoor Trip Leader Training Program
- Previous outdoor leadership experience
- Background in leading trips/clinics/classes is desirable

- Knowledge of specific outdoor focus and Pepperdine Policies
- Awareness of safety concerns and risk management
- Experience working in a customer service-oriented environment
- Ability to provide positive customer service
- Awareness of, and appreciation for, individual uniqueness and diversity
- Commitment to student development, leadership and teamwork
- Excellent oral and written communication skills
- Ability to provide a welcoming, inclusive environment for participants
- A base knowledge of the local recreation areas is beneficial for candidates

Learning Laboratory:

The Recreational Sports Department is a learning laboratory where students have the opportunity to compliment academic pursuits with quality hands-on work experience and on-the-job training.

Who Should Apply:

Students from all majors are encouraged to apply. This position provides numerous opportunities to gain skills that are beneficial in a variety of professions. No prior trip leading experience is necessary but encouraged.

Additional information:

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