

# Campus Recreation

# Equipment Rental and Trips

# Supervisor

## Position Description

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### QUALIFICATIONS

- Experience planning, leading and evaluating wilderness focused trips.
- Excellent people skills
- Ability to work with all ages
- Ability to work autonomously
- First Aid/CPR/AED
- Previous trip leading experience

### Preferred Qualifications:

- Advanced training in wilderness medicine
  - Experience in assessing and mitigating risk in outdoor settings.
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### RESPONSIBILITIES

- Supervise Rental Center Staff, Trip Guides and Assistant Trip Guides.
  - Recruit, hire, train, and evaluate staff
  - Oversee scheduling of rental center staff, and assign trip guides for upcoming trips.
  - Oversee and manage equipment rental program.
  - Oversee inventory and maintenance of rental equipment
  - Monitor inherent risks of wilderness trips and stay current on related industry standards
  - Work with campus recreation professional staff on: special events, developing risk management plans for trips, student employee training and continuing education
  - Log gear use and evaluate when needed to replace
  - Develop and implement programs for students, faculty and staff, and community members.
  - Assess late fees and damage fees for equipment in the rental program.
  - Enforce policies and procedures for equipment rental and trip leading.
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### TIME COMMITMENT & TRAINING

- First Aid/CPR/AED
  - Occasional weekend trips and events
  - Training of student staff in trip planning, rental procedures and risk management
  - Office hours 5-10 a week
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### COMPENSATION

- \$8.00-\$9.00
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### REPORTS TO

- Nathan Field, Outdoor Recreation Specialist, Campus Recreation
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### QUESTIONS AND SELECTION INFORMATION

- For questions regarding the selection of Equipment Rental and Trips Program, please contact Nathan Field at (715) 395-4647 and/or [nfield1@uwsuper.edu](mailto:nfield1@uwsuper.edu)