



NORRIS OUTDOORS ATTENDANT

POSITION DESCRIPTION

An active team member who participates with providing fun outdoor leisure for the University community. The attendant transacts equipment rentals adhering to all required procedures and is accountable for maintenance and recovery of rental outdoor equipment. Community. The attendant maintains a friendly, informative, customer-oriented Atmosphere, interacting professionally with customers.

HUMAN RESOURCES DETAILS

Shifts: 6-12 hours/week • Mornings, evenings, and weekends available

Starting Wage: \$13.35/hour

Reports To: Norris Outdoors Student Supervisor, Norris Programs Manager, Assistant Director Programs/Recreation

ESSENTIAL FUNCTIONS

1. Accountable for all equipment rentals including inventory, prep, and recovery,
2. Accurately handles all online and in person rental sales transactions
3. Evaluates the needs of patrons with respect to sports and recreational activities and assists them in planning outdoor experiences.
4. Instructs patrons in the safe and proper use of outdoor equipment.
5. Monitor email and online rental requests.
6. Punctual for shifts and finds substitute for missed shifts prior to leaving their shift unattended.
7. Actively participates in all Norrisoutdoors recreation and camping events.
8. Attend area meetings and Norris University Center orientation and training programs.
9. Enforces area policies.
10. Other duties as assigned.

MINIMUM SKILLS AND QUALIFICATIONS

- Current Northwestern University Undergraduate Student
- Proven experience with a strong interest in outdoor recreation
- Conscientious in regard to attendance and adherence to area procedures
- Good Customer service skills from previous employment
- Work Study preferred but proven knowledge in outdoor recreation is essential