Position Description

**JOB TITLE:** Outdoor Pursuits Desk Attendant  
**DATE REVISED:** February 13, 2014  
**CLASSIFICATION:** Part Time  
**DEPARTMENT:** Adventure Recreation  
**REPORTS TO:** Assistant Director Adventure Recreation  
**PAY RATE:** $7.25

**Essential Responsibilities**

Provide outstanding customer service to all members and guests. Responsible for cleanliness of rental equipment, ensuring all rental and trip equipment is clean and operational and enforce all policies while keeping members safe.

**Specific Responsibilities**

- Oversees the daily operations of the Outdoor Pursuits Rental Outpost, ensuring a safe and efficiently operated environment for patrons and employees
- Maintains the policies and procedures assigned to the Outdoor Pursuits Rental Outpost
- Serves as a representative of the Office of Campus Recreation in dealing effectively with patrons and employees
- Displays a positive, enthusiastic and professional demeanor when interacting with CRC patrons and staff
- Performs routine administrative duties, including report generation and daily user information
- Other duties as assigned

**Minimum Requirements:**  
[The requirements listed below are representative of the minimum education and/or hands-on experience necessary to perform each essential responsibility.]

- Degree seeking student at UAB.
- Leadership and supervisory abilities.
- Ability to work independently.
- Knowledge of standard practices in recreational sports.
- Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.

**Human Relations:**

Internal contacts include staff at all levels. External contacts include external customers and vendors. Contact involves troubleshooting, informing, exchanging information, negotiating, making recommendations, and giving information or instructions.
Competencies:
[The competencies listed below are representative of the knowledge, skills, and/or abilities required to perform each essential function.]

Technical Competencies
• Proficiency with Microsoft Office suite.
• Ability to gain knowledge of Spectrum CSI software.

Work Environment and Physical Demands:
(The demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please indicate below where reasonable accommodation may be needed.)

Work Environment
• Office environment/fitness center environment
• Moderate to loud noise
• Occasional evening or weekend work

Physical Demands
• Able to lift a minimum of 50lbs
• Standing or walking for at least 80% of the shift
• Repetitive wrist, hand, or finger movement (while operating computer equipment)
• Occasional bending, stooping
• Eye-hand coordination (keyboard typing)
• Hearing and talking

Employee Acknowledgement

By signing below I acknowledge that I have read and understand the purpose, essential responsibilities, minimum requirements, competencies, work environment, equipment, and physical demands required of my job as described above. Further, I acknowledge that if, because of a disability, I need an accommodation in order to perform the essential functions of my job, I will notify the human resources department, who will work with me to determine what, if any, reasonable and effective accommodation can be made. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. I understand that this is not an exhaustive list of all duties and responsibilities, and that Centers reserves the right to amend and/or change responsibilities to meet business and organizational needs.

Employee            Date