## Position Description

**JOB TITLE:** Trip and Equipment Manager  
**DATE REVISED:** April 19, 2018  
**CLASSIFICATION:** Part Time (Minimum 5 hours/week, maximum 10 hours/week)  
**DEPARTMENT:** Outdoor Pursuits  
**REPORTS TO:** Graduate Assistant of Outdoor Pursuits  
**PAY RATE**  
In Office: $7.25/ hr  
*Trip: $17.50/ day without WFR cert, $25/ day with WFR cert

### Essential Responsibilities
The Trip and Equipment Manager will be responsible for gear inventory, repair and organization. In addition, they will be responsible for assisting in the preparation before trips, including but not limited to, gear pull, grocery shopping, first aid kit prep, and van checks and hitching.

In addition to the in-office responsibility, the Trip and Equipment Manager will assist in the planning process of the Trip Series each semester. They will also have the potential opportunity to lead a trip(s) depending on performance.

### Specific Responsibilities
- Repair any and all gear ranging from camping and backpacking gear to boating and climbing gear.
- Pool gear or upcoming trips and rentals
- Clean and organize equipment post trips and rentals
- Assist in the development of trips and emergency action plans
- Van inspection and cleaning pre/post trips
- Shop for supplies needed for trips

### 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
- Must have current CPR certification or willing to obtain before employment starts
- Willingness to learn how to operate and maintain various types of outdoor equipment (tents, packs, stoves, boats, etc.)
- Willingness to obtain Wilderness First Responder certification
Human Relations
Internal contacts include staff at all levels. External contacts include external customers. 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
- Ability to learn all equipment handling within the department
- Ability to learn proper trip leader etiquette

Professional Competencies
- Ability to handle customer service issues
- Ability to perform all American Red Cross skills as trained

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
- Several hours on feet/walking around
- Moderate to loud noise
- Occasional evening and weekend work

Physical Demands
- Ability to lift 40-60lbs
- Ability to maintain a fitness level necessary to meet the demands of a trip leader

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 ________