EQUIPMENT ROOM MANAGER

Summary of Position: The Equipment Room Manager is responsible for overseeing and ensuring smooth operation in the Outdoor Adventures equipment room. Primary focus is on staff supervision, inventory and equipment rentals. As part of the Outdoor Adventures administrative team, they must act professionally and maturely and serve as a role model for other staff. This position reports to the Outdoor Adventures Coordinator.

Qualifications: Previous employment as Equipment Room staff and Outdoor Recreation or Outdoor Education majors preferred. Effective communication and interpersonal skills. Strong organization skills.

Expected Hours: 12 hours/week

Rate of Pay: $10.25/ hour

Supervisor: Outdoor Adventures Program Coordinator

Duties and Responsibilities:
- Train equipment room staff in policies and procedures for gear rentals, gear repair, and customer service
- Manage and schedule equipment room staff ensuring that they are punctual, friendly and knowledgeable
- Train staff in Fusion software use for conducting equipment rentals and in updating inventories
- Work with PAs to ensure that upcoming trips have equipment reserved and requests filled
- Other duties as assigned

Certifications and Trainings (*required):
- 2 credit Applied Leadership Class*
- First Aid/CPR certification*
- Fusion software training*
- 1 day of departmental risk management training
- Wilderness First-Aid, logistical trip planning and preparation experience

Typical Hiring Timeline: Applications open in mid-March each year.

About Campus Recreation: Campus Recreation at the University of New Hampshire strives to provide extraordinary recreational programs and services that enhance a healthy lifestyle for thousands of participants. UNH Campus Recreation relies upon 250 student staff members to ensure that every participant has a positive and safe experience. The goal of employment with UNH Campus Recreation is that student employees have a developmental work experience that provides staff with skills that can be carried into their professional careers.

UNH Human Resources: The University System of New Hampshire is an Equal Opportunity/Equal Access/Affirmative Action employer. The University System is committed to creating an environment that values and supports diversity and inclusiveness across our campus communities and encourages applications from qualified individuals who will help us achieve this mission. The University System prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Application by members of all underrepresented groups is encouraged. Hiring is contingent upon eligibility to work in the U.S.