Outdoor Adventures Equipment Room Manager

**Summary of Position:** The ER Manager is responsible for overall management of the equipment room ensuring great customer service and smooth operation. Primary focus is on staff supervision and equipment rentals. As part of the OA admin team, they must act professionally and maturely and serve as a role model for other staff.

**Qualifications:** Current UNH student. Familiarity with a wide-range of outdoor equipment and maintenance and repair of equipment. Outdoor trip planning and leading experience. Ability to become UNH Defensive Driver Certified (requires a driver’s license and clean driving record).

**Expected Hours:** 10 – 12 hours/ week fall & spring semester

**Rate of Pay:** 10.25/ hour

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**Supervisor:** Maddie Smith – Outdoor Adventures Coordinator

**Duties and Responsibilities:**
- Train equipment room staff in policies and procedures
- Manage equipment room staff ensuring that they are timely, friendly and completing tasks sufficiently
- Ensure that the equipment room is ALWAYS organized and clean
- Work with PAs to ensure that upcoming trips have equipment reserved and requests filled
- Oversee and conduct repair and maintenance of gear as needed
- Assist with marketing of equipment rentals including staffing informational tables

**Certifications and Trainings:** (which ones do they need before starting work? Which ones will they receive once hired)
- CPR/First Aid (provided)
- Wilderness First Aid (Wilderness First Responder preferred)
- PCI

**Typical Hiring Timeline:**
- Interviews early February
- Position filled Mid-February

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**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.