Outdoor Recreation Center Supervisor
The Outdoor Recreation Center (ORC) supervisor opens, operates, and closes the ORC on a day-to-day basis, assisting patrons with their outdoor adventure equipment needs including fitting, training, and educating students, staff and faculty of and about the outdoor adventure gear available for rent and purchase in the ORC. The staff member is expected to correctly operate cash handling equipment and reconciliation procedures, advise patrons of, and administer all related ORC rental policies, and engage patrons always with a supportive and friendly demeanor. The staff member should be knowledgeable of local and regional locations for outdoor recreation and be able to communicate information and answer questions that any customer may have regarding UGA Outdoor Rec trips and clinics.

QUALIFICATIONS:
- American Red Cross CPRO, First-Aid, AED or ability to acquire within first month of hire.
- Staff should be able to demonstrate skills in set up, inspection, and care of the various types of outdoor recreation equipment available through the ORC rental program.
- Staff should be friendly, and demonstrate a willingness to assist and educate participants of the proper use and fit of the equipment.
- Staff must take and pass the Van Driver training course (Recreational Sports)

DUTIES AND RESPONSIBILITIES:
- The ORC staff must be able to adhere to the employee policies and guidelines relating to the ORC and the Ramsey Center.
- The ORC staff must arrive on time for work, allowing time to pick up the deposit bag from the cashier’s window, clock in, and open the doors and cash register for business.
- The ORC staff must not sleep or consume any mind-altering substance while on duty.
- The ORC staff must be familiar with and adhere to rental policies of the program.
- The ORC staff must be able to demonstrate knowledge on use, care, and maintenance of all ORC equipment.
- The ORC staff must be able to issue equipment to the renters using the established rental forms and reservation system, and keeps all paperwork on file.
- The ORC staff must be able to inspect all equipment upon return and return equipment to storage.
- The ORC staff must be able to clean and, if possible, correct or repair any damaged equipment upon return to the center.
- Report any badly damaged or lost equipment to the ORC coordinator.
- The ORC staff must attend staff meetings and scheduled work times and is responsible for locating a substitute to work if necessary. The staff must inform the ORC coordinator of any changes in the work schedule.
- The ORC staff must not leave the ORC until the next shift employee has arrived or the center closes. If an employee is working alone and must leave momentarily, the center door must be locked and a sign placed on the door stating when you left and your expected time of return.
- When closing the ORC at the end of the shift, the area must be left in clean and orderly, appropriate paper work completed for the business office, and the deposit bag returned to the
Ramsey Center Building Manager. The ORC staff is responsible for the deposit bag until it is returned to the building manager and safe.

- The ORC staff is responsible for assisting anyone needing information from the Outdoor Recreation Resource Center and for proper check out and management of returned materials

**Physical Requirements (must be able to):**
- Stand/walk during 4-8 hour shift periods
- Drive 12 passenger vehicle with trailer, pick-up truck with trailer
- Climb ladder to a height of 4 feet
- Bending / Stooping
- Kneeling / squatting
- Reaching / Grasping
- Pushing / Pulling
- Handling chemicals (stove fuels and cleaning/maintenance chemicals)
- Lift at least 35 lbs.
- Hand dexterity (Cash handling / cash register / Bulldog Bucks)
- Computer skills
- Customer interaction (strong verbal, written, and listening skills)
- Attention to Detail (multi-tasking environment, managing multiple priorities)
- Other physical requirements specific to various ORC needs (lifting / handling canoes and kayaks, tent canopies, etc.)

*Complete a Rec Sports application and return with a current resume to Susan Powell (powells@uga.edu) Ramsey 143*