**Recreation Aide 1 – EPIC Adventures**

EPIC Adventures is seeking EWU students to work as Recreation Aide at the University Recreation Center. Recreation Aides are responsible for creating the “first impression” for EPIC Adventures programs and services. Duties may include, but are not limited to:

* Managing the point-of-sale systems for EPIC Adventures.
* Assisting customers with completing sales transactions associated with outdoor equipment rentals and adventure trip registrations.
* Assisting students who want to learn more about EPIC Adventures’ programs and services.
* Playing a critical role in records management with a variety of types of forms, data, and receipts.
* Managing the outdoor equipment inventory for EPIC Adventures.
* Assisting customers with equipment rental check-in and check-out process.
* Working together with others to keep the equipment inventory in working condition, providing maintenance and repairs as needed.
* May also receive training to work in the EPIC Bike Shop, maintaining the rental bike fleet, training on ski equipment rental and repair, and advising students on how to conduct basic repairs on their own bikes.
* May operate University equipment and/or vehicles.
* Performing other related duties as assigned or required.

This position will report to *insert department* and *insert title of supervisor/manager.*

This position will work *insert days and hours per week.*

**Required Qualifications:**

* Applicants must have a valid driver’s license. Successful applicants may be required to complete a driver’s safety course immediately upon hire.
* Applicants must have excellent customer service skills and be able to work independently and as part of a group.
* Applicants must have a professional demeanor and the ability to effectively communicate with a diverse population via phone, in-person, or electronic communications.
* Applicants must have strong reasoning, interpersonal communication, time management, and conflict resolution skills.
* Applicants must be comfortable utilizing chemical cleaning agents with proper training on use provided upon hire.
* Applicants must have willingness and ability to enforce departmental policies and resolve conflicts with customers.
* Applicants must have basic computer skills and attention to detail.
* Applicants must be able to handle several tasks at once with frequent interruptions.
* Applicants must be able to lift up-to 50lbs with proper training on team-lifting techniques.
* Successful applicants may be required to pass a physical.
* Applicants must be able to sit, stand, lift, bend, and stoop.
* Applicants must be able to thrive in an environment that values high expectations, accountability, and balanced lifestyles.
* Applicants must be able to remain professional and focused during periods of stress as well as during slow shifts.
* Applicants must be able to attend scheduled training and staff meetings with 2 weeks advance notice.
* Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.
* Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**