



## **Job Description: OAC Supervisor**

**Pay Rate:** starting \$7.50 per hour

**Supervisor:** Assistant Director, Outdoor Programs & Education

### **Job Description**

Outdoor Adventure Center (OAC) Supervisors are responsible for the overall supervision of outdoor equipment rentals, outdoor trip registrations, educational clinics, and the OAC facility. Supervisors are expected to maintain a warm and welcoming atmosphere in the OAC, provide an efficient and effective rental experience, anticipate potential logistical problems, and collaborate with other Recreation Center staff as needed.

This position requires critical thinking skills, and the ability to work independently while supporting a cooperative operation.

### **Primary Responsibilities**

1. Manage operations of the OAC including, but not limited to: equipment rentals, outdoor trip registrations, equipment sales, program events, and other duties as assigned.
2. Maintain overall organization and cleanliness of the OAC.
3. Perform regular outdoor equipment maintenance and repairs.
4. Provide outstanding customer service throughout entire rental process.
5. Provide assistance and appropriate resources for patrons planning and preparing for independent outdoor trip.
6. Assist in the preparation of ROPE outdoor trips through logistical and equipment support.
7. Responsible for arriving on time, opening & closing the facility, and accurate financial transactions.
8. Provide assistance and follow protocol within the Recreation Center during emergency situations.



### **Minimum Qualifications**

1. Must have a passion for the outdoors and outdoor recreational programming.
2. Must have a positive attitude and interact with Recreation Center patrons.
3. Must be able to think independently and make decisions that contribute to the overall successful operation of the center.
4. Must have a strong work ethic and ability to work autonomously.
5. Possess a high degree of attention to detail and effective execution.
6. Willingness to learn, adapt, and develop new skills as related to the position.

### **Desired Qualifications**

1. Working knowledge of Rice Recreation Center program areas and program offerings.
2. Experience with outdoor equipment and the appropriate maintenance and care of equipment.
3. Previous experience with ROPE trips or outdoor adventure programs.