



Our Mission Statement

For the benefit of the Gonzaga community, Gonzaga Outdoors uses the transformative properties of outdoor adventures to foster friendship, instill confident outdoor skills, provide opportunities for leadership development and promote an ethic of conservation and stewardship. We do this because of the deeply rooted sense of respect and awe that we feel for the outdoors that we wish to share.

Our Values

- Use sound judgment to conduct a safe program.
- Provide a safe inclusive environment. –Seek to find a sense of place.
- Value the risks inherent in what we do and actively manage those risks.
- Provide the space for leadership development.
- Our playground is the natural world. Be proactive in preserving and restoring it.
- Fun, professionalism, and learning are not mutually exclusive.

The Gonzaga Outdoors Office Staff play a vital role in making outdoor recreation accessible, engaging, and well-organized for the student community. Each position within the office focuses on a specific area—such as event planning, marketing, trip logistics, financial oversight, and equipment management—but all staff members work collaboratively to support the program’s mission of fostering outdoor adventure, leadership, and community.

Gonzaga Outdoors Office Staff positions are **all** work study eligible, and there are 5 positions specifically set aside for work study. Please indicate on your application whether you are eligible for work study.

Hybrid Bike Shop & Gear Room Technician

Hours: 8-10/week

Compensation: \$17.13/hr

Summary:

This hybrid role supports Gonzaga Outdoors by managing gear rentals, inventory, and trip preparation while also performing bike maintenance, ski/snowboard tuning, and general shop operations. The position requires strong organizational skills, technical aptitude for outdoor equipment, and the ability to provide excellent customer service.

Bike, Ski, & Snowboard Maintenance – 25%

- Perform bike repairs within training scope; manage repair schedule.
- Wax and tune skis and snowboards.
- Maintain bike, xc ski, and snowboard rental fleets.
- Ensure timely customer communication for pickups/drop-offs.

Gear Inventory Management – 25%

- Track inventory, damaged/lost items, and repairs for gear.
- Maintain and organize gear storage systems and bike shop tools.
- Organizing gear prep for mass rentals (such as spring break trips, GOOB, and basketball tenting events)
- Periodically check vans for mechanical/electrical issues, wash and vacuum the vans.

Rentals & Customer Service – 20%

- Utilize gear rental tracking system and process transactions through Cashnet.
- Provide gear recommendations and instructions (e.g., fitting boots, packs).
- Assist customers at the front desk and answer phone inquiries.

Trip Gear Preparation & Post-Trip Tasks – 20%

- Stock trips with requested gear and check gear upon return for damage/loss.
- Clean and store gear after trips; maintain first aid kits and other kits.

General Office & Miscellaneous Tasks – 10%

- Ensure rental equipment, tools, and shop and office spaces are clean and organized.
- Support big-picture operations (e.g., sustainability initiatives, and shop improvements).

Required Skills & Qualities

- Strong time management, organizational, and communication skills.
- Ability to work autonomously and in a team-oriented environment.
- Self-motivated with a proactive approach to seeking out and completing tasks.
- Leadership and willingness to support projects aligned with Gonzaga Outdoors' mission.
- Comfort with outdoor gear and interest in learning bike/ski maintenance.
- Commitment to diversity, equity, and inclusion.

Desired Skills & Qualifications

- Familiarity with Microsoft Office and Excel.
- Experience with inventory management.
- Experience repairing bikes, waxing skis, or working in gear/bike shop settings.
- Experience with sales and storefront management.