



### **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.
- Value the risks inherent in what we do and actively manage those risks.
- Provide a safe inclusive environment. –Seek to find a sense of place.
- 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.

## **Gonzaga Outdoors Office Staff Job Descriptions**

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 work study eligible.

### **Finance Coordinator**

**Starting Date:** Fall 2025, with training in Spring 2025

**Hours:** 10-12/week

**Total Positions:** 1

**Summary:** Gonzaga Outdoors is looking for a Finance Coordinator to conduct budgeting, spending and reconciling. This position works closely with Gonzaga Outdoors pro staff to manage expenses, budget trips, and to assist in financial plans for the future for Gonzaga Outdoors.

#### **Budget Work**

**50%**

- Monitor general budget progress (record program revenues and expenses, pay invoices)
- Assist Gonzaga Outdoors professional staff with Concur reporting
- Process program related reimbursement requests and student refunds
- Process expenses from trip leader credit cards

#### **Financial Strategy**

**25%**

- Coordinate trip pricing
- Work with professional staff to create and execute financial planning tasks

#### **Office Tasks**

**25%**

- Coordinate the distribution and use of trip leader vehicle gas cards.
- Rent gear to students and sell merchandise.
- Proficiency with CashNet services as they relate to gear rentals and merchandise sales.

- Collaborate and providing general support to other office staff team members.
- Organize paperwork and receipts related to program expenses.

**Required Skills and Qualities:**

- General understanding of accounting
- Ability to use Microsoft Excel
- Strong time management, organizational, and communication skills
- Leadership and ability to support others' projects and ideas
- Desire to create and execute new projects within the program to support the mission of Gonzaga Outdoors.
- Ability to work with and provide service to a wide array of students
- Willingness and desire to learn and grow
- An emphasis on working towards diversity, equity and inclusion

**Desired Skills and Qualities:**

- Experience and comfort with Microsoft Office products
- Passion for the outdoors and getting Gonzaga students involved in the outdoors
- Interest for promoting an ethic of caring for the planet
- Passion for working to create equitable access for all in the outdoors

**Gear Room Technician**

**Starting Date:** Fall 2025, with training in Spring 2025

**Hours:** 10-12/week

**Total Positions:** 2

**Summary:** This position involves weekly tasks such as stocking gear for trips, tasks associated with rentals, gear checks and repairs, inventory management, and other miscellaneous projects. The Gear Tech will also be present at the front desk in the office to answer questions and phone calls, renting and returning gear, as well as performing general office tasks.

**Gear Rentals 30%**

- Utilizing the gear rental tracking system
- Renting out items (using the Cashnet system)
- Organizing gear prep for mass rentals (such as spring break trips, GOOB, and basketball tenting events)

**Gear Inventory Management 30%**

- Coordinating with the Gear Manager as well as student directors and full-time staff to manage items rented out/items needed for trips
- Keeping track of items in inventory, items damaged/being repaired, lost items etc.
- Checking gear periodically to maintain functionality (I.e., testing stoves)
- Instructing people on how to best use gear (I.e., fitting for hiking boots, backpacking packs etc.) and making gear recommendations.
- Maintaining the "kits" such as first aid kits

**Trip Gear 30%**

- Stock trips with requested gear
- Check gear returning from trips for damage/loss

- Clean and put away gear after trips

**Other Tasks**

**10%**

- Misc. Cleaning and minor repairs
- Organizing gear storage systems
- Periodically check vans for any mechanical/electrical issues, wash and vacuum the vans
- Other miscellaneous tasks

**Required Skills and Qualities:**

- Strong time management, organizational, and communication skills
- Leadership and ability to support others' projects and ideas
- Desire to create and execute new projects within the program to support the mission of Gonzaga Outdoors.
- Ability to work with and provide service to a wide array of students
- Willingness and desire to learn and grow
- Ability to work autonomously
- An emphasis on working towards diversity, equity and inclusion

**Desired Skills & Qualifications:**

- Well-versed in Microsoft Office / Familiar with Microsoft Excel
- Comfortable with many types of outdoor equipment and willing to learn more
- Experience with inventory management

**Food and Rations Coordinator**

**Starting Date:** Fall 2025, with training in Spring 2025

**Hours:** 8-10/week

**Total Positions:** 1

**Summary:** This position works closely with the gear techs and trip leaders to ensure the proper amount of food and supplies are in stock for our trips to run successfully, from small day trips to weeklong trips and office events. The position will include grocery shopping, organizing, portioning, tracking pantry inventory, and assisting the gear room with additional tasks.

**Trip Food Planning**

**60%**

- Plan and portion trip meals and snacks for all GU Outdoor programs
- Manage grocery lists and plan grocery trips for programming needs

**Organization**

**30%**

- Manage pantry inventory, keep an eye out for expiration dates and restock needs
- Ensure allergy-free foods are organized and stored separately

**General GU Outdoors Office Help**

**10%**

- Work closely with gear room to assist with laundry, gear repairs, etc.
- Assist with front desk and greeting customers
- Assist with gear rentals and utilize the gear rental tracking system
- Collaborate with other office peers to help with pre and post-trip tasks (organizing food, gathering gear, etc)

**Required Skills & Qualities**

- Team-oriented

- Ability to contribute to a positive work environment
- Strong organizational and time management skills
- Ability to operate in self-directed environment
- Ability to interact with and provide service to a wide variety of customers in a personable way
- Ability to communicate effectively with supervisors and peers
- An emphasis on working towards diversity, equity and inclusion

**Desired Skills & Qualities**

- Experience managing inventory systems
- Understanding of and experience managing dietary needs, restrictions, and allergies

**Bike Shop Technician**

**Starting Date:** Fall 2025, with training in Spring 2025

**Hours:** 8-10/week

**Total Positions:** 5

**Summary:** Bike Shop Technicians will be primarily responsible for performing bike maintenance and repairs, snowboard tune up and waxing, and general maintenance of rental fleet. This position is also responsible for maintaining a clean and safe work environment in the bike shop. A shop tech will have consistent interaction with customers, process transactions through CashNet, and maintain clear lines of communication with other shop employees.

**Bike Repair 40%**

- Maintaining a timely and orderly schedule to fix bikes coming into the shop.
- Checking in bikes in for repair – determining whether we can fix the problem or not
- Performing bike repairs within scope of individual training
- Checking repaired bikes out through CashNet
- Communication with customers to ensure pickup and drop-off
- Managing weekend and semester bike rentals

**Ski and Snowboard Repair and Tuning 30%**

- Waxing skis and snowboards
- Tuning snowboard bindings
- Managing snowboard and ski gear rentals
- Communication with customers to ensure pickup and drop-off

**General GU Outdoors Office Help 20%**

- Assist with front desk and greeting customers
- Assisting with other gear rentals and utilizing the gear rental tracking system
- Collaborating with other office peers to help with pre and post-trip tasks (organizing food, gathering gear, etc)

**Organization 10%**

- Ensuring rental equipment, tools, and personal bikes and skis are clean and organized
- Help with big picture operations such as green fund, getting new gear, improving the bike shop operations
- Making sure bike repair slips are organized and handled in a timely manner

### **Required Skills & Qualities**

- Team-oriented
- Able to contribute to a positive work environment
- Able to fix a variety of issues with bikes or interested in becoming trained to do so
- Able to or interested in waxing ski and snowboards
- Organizational and time management skills
- Ability to operate in self-directed environment
- Ability to interact with and provide service to a wide variety of customers in a personable way
- Ability to communicate effectively with supervisors and peers

### **Desired Skills & Qualities**

- Experience working in a bike or ski shop
- Experience repairing bikes and/or waxing skis and snowboards
- Experience with sales and storefront management

## **Events and Marketing Coordinator**

**Starting Date:** Fall 2025, with training in Spring 2025

**Hours:** 8-10/week

**Total Positions:** 2

**Summary:** The On-Campus Events and Marketing Coordinators are the creative force behind engaging students with the outdoors program. This position combines event planning and marketing expertise to inspire campus-wide participation through innovative events and compelling communication strategies. From organizing Adventure Week and social gatherings to managing social media, promotional campaigns, and merchandise sales, this role ensures that the outdoors program is accessible, inclusive, and exciting for the entire student body.

### **Marketing and Communications**

**50%**

- Strategically market trips and merchandise
- Advertise events, services, general office services
- Engagement with students via social media (Instagram and Facebook)
- Update trip dates and quick descriptions
- Create and send out weekly newsletter
- Active collection of media from trips and events as well as advancing systems for photo storage within the office structure
- Consider program messaging and work to maintain cohesive branding that highlights equity and justice in outdoor spaces and places
- Create new merchandise with an emphasis on sustainable and ethical practices

### **On-Campus Events**

**40%**

- Facilitate relationships with outdoor organizations in the community
- Bring in outside speakers (motivational/conservation/etc.)

- Host a variety of events on campus, including (but not limited to) Movie screenings, Bike/ski tuning clinics, Adventure Week & Week of Adventure, social events , office yoga, community dinners, service events

**Office Tasks** **10%**

- Communicate with other office staff and trip leaders on event advertising needs
- Assisting with gear rentals, selling merchandise, and utilizing the gear rental tracking system
- Collaborate and provide general support to other office staff team members

**Required Skills & Qualities**

- Strong communication skills
- Strong teamwork skills
- Organized & able to juggle multiple projects at once / balance a schedule
- Ability to reflect on oneself, receive feedback, and implement feedback
- Dedication to GUO’s mission & DEI principles
- Desire to create & execute new projects within the program
- Ability to work with and provide service to a wide array of students

**Desired Skills & Qualities**

- Familiarity with Office 365 / Microsoft Suite (Word, Excel, Forms, SharePoint, Teams)
- Familiarity with Photoshop, InDesign, PowerPoint, Canva, or other marketing software
- Experience planning events
- Experience and ease using social media platforms
- Graphic design and website design skills and experience
- Passion for the outdoors and getting Gonzaga students involved in the outdoors

**Office Assistant**

**Starting Date:** Fall 2025, with training in Spring 2025

**Hours:** 10-12/week

**Total Positions:** 4

**Summary:** This position involves office management and being present at the front desk answering questions and phone calls, renting and returning gear, cashiering retail items, as well as performing general office tasks. Additionally, Office Assistants help with the preparation and programming of outgoing trips.

**Office Tasks** **40%**

- Answer phone calls and email inquiries, manage office email account
- Manage gear rentals, sell merchandise, and utilize the gear rental tracking system
- Maintain organization and cleanliness of office spaces

**General assistance with preparation and programming of outgoing trips** **40%**

- Send out participant emails and updates
- Track and update important participant information

**Communicate with trip participants and students** **20%**

- Communicate in person and via email with office staff and trip leaders
- Collaborate and provide general support to office staff team members

**Required Skills & Qualities**

- Strong communication skills
- Strong teamwork skills
- Organized & able to juggle multiple projects at once / balance a schedule
- Ability to reflect on oneself, receive feedback, and implement feedback
- Dedication to GUO's mission & DEI principles
- Ability to work with and provide service to a wide array of students

**Desired Skills & Qualities**

- Familiarity with Office 365 / Microsoft Suite (Word, Excel, Forms, SharePoint, Teams)
- Experience managing inventory systems
- Passion for the outdoors and getting Gonzaga students involved in the outdoors