

Position Overview:

Desk Attendants oversee participant access to the Outdoor Adventure Center, teach participants how to use climbing equipment, manage risks through explaining and managing waivers, and are able to troubleshoot and answer general questions about Campus Recreation and Outdoor Adventures.

Position Duties and Responsibilities:

- Control access to the OAC and Climbing Wall
- Assist the Rental Attendant in Gear Rental check-out and check-in duties, as needed
- Perform Climbing Wall check-in duties
- Register participants for Climbing Wall clinics, Trips, and other Outdoor Adventures events and programs
- Conduct Climbing Wall equipment daily rentals for climbers
- Perform associated transactions and demonstrate responsible cash handling for Climbing Wall, Trips, and Gear Rental operations
- Provide exceptional customer service to OAC participants
- Follow, model and enforce all Climbing Wall and OAC policies and procedures
- Promote programs and service of the Climbing Wall and Outdoor Adventures as a whole
- Uphold the mission and values of the Department of Campus Recreation
- Establish and maintain clear and open communication with staff and supervisors
 - Show respect to all co-workers/supervisors
 - Be up-front and honest with all concerns
 - Accept and use constructive criticism as a learning tool
- Perform other non-routine tasks as assigned by supervisors

Qualifications:

- Attend OAC staff trainings and monthly staff meetings
- Have weeknight/weekend availability and ability to work a minimum of two (2) shifts per week
- Must be certified in American Red Cross CPR for the Professional Rescuer and Healthcare Provider/AED and First Aid within 30 days of employment

Supervisor: Grace Andrews, Coordinator – Outdoor Adventure Center

Contact Person: TiErra Johnson, Coordinator- Student Personnel

Email: CRSEmployment@towson.edu

How to Apply: TBA

Application Deadline: TBA