

**Job Description- University Camp Attendant**

**Supervisor:**

* Outdoor Recreation Coordinator

**Job Description/Purpose/Primary Function of Position:**

The University Camp Attendant is responsible for customer service and facilitative operations of the 126-acre University Camp under the supervision and guidance of the Outdoor Recreation Coordinator.

This position works exclusively at University Camp, located in Wimberley, TX. Transportation from the San Marcos campus is not provided/available.

**Qualifications:**

* Active Texas State student, registered for a minimum of six (6) credit hours and maintain a minimum 2.5 GPA
* Current CPR and First-Aid Certifications (or obtain within 30 days of hire)
* Must be available weekends (Friday-Sunday)
* Ability to lift and carry items weighing up to 50 lbs. alone;
* Ability to perform strenuous physical duties out of doors in various weather conditions, including walking long distances. Ability to work in inclement weather.

**Knowledge and Skills/Job Specifics/Duties and Responsibilities (not limited to):**

* Trash and debris removal
* Resupply janitorial supplies as needed (toilet paper, paper towels, hand soap, trash bags) and report if cleaning is needed
* Provide excellent customer service with all patrons at University Camp
* Monitor University Camp through scheduled, routine walk-throughs
* Assist with groundskeeping responsibilities as needed
* Enforce rules and inform Coordinator of any fines that need to be applied
* Special or maintenance projects as needed
* Manage rental equipment properly, which includes looking for damage and/or missing parts, cleaning, and repair
* Be familiar with all aspects of, and able to implement the Emergency Action Plan at all times
* Attend all staff meetings

**Wages/Scheduling:**

Starting Hourly Wage: $10.00 per hour

**Scheduling & Hours per week:**

* Fall/Spring: 15 hours per week, on average, up to 25 hours
* Summer: 25 hours per week, on average, up to 40 hours

**Evaluation:**

* Student Staff will perform self-evaluations and be evaluated by their supervisor each long academic semester (Fall/Spring)

**Other:**

In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.

Texas State University is an Equal Employment Opportunity/Affirmative Action Employer, committed to inclusive thoughts and action in support of our diverse community. Individuals from historically underrepresented groups and all those who share our commitment to inclusivity and passion for the strength of our diversity are strongly encouraged to apply.