

Gear Library Staff

Gear Library staff will assist with the overall operations of the Gear Library. This position has specific work shifts that will vary by season. The overall goal of this position is to support Front Desk Staff and the Gear Manager with daily rental operations and overall Gear Library management.

General Library Staff Responsibilities:

- Assist Front Desk Staff with rentals during shifts
- Assist Gear Manager and Pro Staff with overall gear organization & maintenance
- Check, clean, and restock returned items
- Pull and organize upcoming reservations
- Repair broken and damaged items
- Pull/clean/restock trips gear as assigned
- Troubleshoot rental issues in RecTrac, charge late fees, and correct pricing mistakes
- Call customers as needed
- Perform Rental Reservation Reports
- Organize large group rentals as assigned
- Perform regular gear maintenance
- Assist with inventory management, including accurately inventorying gear items
- Understanding/willingness to learn use & maintenance of all Maine Bound's items
- Attend all Gear Library staff meetings & trainings

Qualifications:

- Genuine interest in learning about and working and repairing all types of outdoor gear
- Be organized and detail-oriented
- Ability to problem solve
- Ability learn and navigate POS systems
- Availability to work one or more of the shifts listed below, with weekly consistency
- Ability to drive/be approved to drive a University 12-passenger van (you do not need to be 21)
- Willingness to clean & repair all types of outdoor gear

Preferred Qualifications:

- Experience with ski waxing, specifically cross country skis
- Experience with hand sewing and machine sewing
- Experience with tool sharpening
- Familiarity with lots of outdoor gear types

**Required Certifications:**

All Campus Recreation employees must become certified in CPR within 30 days of hire.

Shift Schedule:

- **Monday- 10am-12pm, Friday 1-6pm, Sunday 4-6pm (subject to change)**
- Work other shifts as assigned and available

Hours: 2-5 hours/week

Pay: \$15.10/hour (*starting*)

Reports To: Professional Staff & Gear Library Manager

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