

Outdoor Adventures Bike Shop Mechanic Position Description

Purpose

The Bike Mechanic is responsible for running and maintaining the bike shop within the Outdoor Adventures Program. Direct responsibilities include 1) performing bike repair and maintenance for UNLV students, faculty and staff, and the UNLV community; 2) providing information on equipment use and safety; 3) assuming additional responsibilities as necessary; 4) rent and maintain mountain bike rental fleet; and 4) instructing educational workshops on basic bike mechanical repairs to UNLV students, faculty/staff and community.

Minimum Requirements

- General knowledge about cycling and bicycle repair
- Customer service experience

Preferred Qualifications

- Experience and enthusiasm for cycling.
- Cycling and repair experience
- Knowledge of a variety of bicycles
- Possess bicycle repair skills and have ability to use bicycle tools properly and safely
- Knowledge of local riding area
- Ability to move and lift equipment weighing up to 40 pounds
- Ability to communicate verbally and in writing with staff and customers

Duties and Responsibilities include, not limited to:

- Ability to successfully complete American Red Cross Professional CPR
- Provide educational information in regards to the equipment usage and features Certification, Blood Borne Pathogen, and other trainings required
- Understand and represent the mission of the Outdoor Adventures Program
- Perform bicycle repairs and other maintenance as needed
- Be available to help teach others to fix their bicycles during workshops
- Care and maintenance of all bike shop tools
- Manage materials for resale (bike tubes, patch kits, tires, etc.)
- Keep inventory of bike shop supplies
- Advertise bike services and hours
- Maintain a clean working environment
- Attend scheduled training sessions
- Complete all transactions using RecTrac software and reconcile shift transactions and deposit after each shift
- Assist in promoting all Outdoor Adventures events
- Must display good judgment, think independently, and make sound decisions

- Assist with administrative duties as needed
- Provide program promotion and policy education
- Provide a friendly, upbeat and customer service oriented environment at all times
- Effectively communicate when working with patrons, staff, and supervisors.
- Positively promote UNLV and CRS to peers and patrons and takes initiative to be involved throughout campus.
- Carry yourself in a professional manner and displays a positive attitude.
- Follow policies and procedures, arrived prepared and on time, and consistently demonstrates service excellence
- Attend regularly scheduled departmental meetings
- May be asked to work nights and weekends
- Adhere to all CRS guidelines

Criteria for Success:

- Ability to identify clarifying questions to ask during conversations.
- Ability to analyze information from multiple sources and perspectives.
- Ability to determine an action plan in order to achieve a goal or outcome.
- Ability to utilize time management skills that will help prioritize tasks and responsibilities in a timely manner
- Ability to function on the job with limited supervision
- Ability to accept people unlike yourself.
- Ability to appreciate “going the extra mile” to ensure a guest has a valuable experience.

Transferrable Skills

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| • Communication and Listening Skills | • Professional Development |
| • Problem Solving & Critical Thinking | • Organizational Skills |
| • Working Independently and with a Team | • Time/Self-Management |
| • Working with a Diverse Constituency | • Customer Service |

Evaluation will be based on self, peer, and supervisory evaluations.

Reports to: Campus Recreation Management (in order)

1. Outdoor Adventure Program Coordinator – Hannah Doss
2. Associate Director of Programs – Mike Conley

Pay Rate: \$8.75 per hour