



P I T T S B U R G H

A project of **Venture Outdoors**

**Title:** *Kayak Pittsburgh Attendant*

**Reports to:** *Kayak Pittsburgh Site Supervisor*

**Location:** *North Shore, North Park, or Aspinwall*

**Status:** *Part-time, hourly, non-exempt*

**Hours:** *20-30 hours per week*

**Salary:** *\$8.50 per hour*

## POSITION SUMMARY

ATTENDANTS ARE TEMPORARY (SEASONAL) EMPLOYEES WHO ASSIST IN FAST-PACED CUSTOMER SERVICE FOR THE VENTURE OUTDOORS/KAYAK PITTSBURGH RENTAL LOCATIONS, GENERALLY OPEN FROM MAY THROUGH OCTOBER. ATTENDANTS WILL BE ASSIGNED TO ROTATING JOB DUTIES AND LOCATIONS BASED ON THEIR AVAILABILITY AND TRAININGS RECEIVED.

## DUTIES AND RESPONSIBILITIES

- *Assist in registering participants in renting a non-motorized boat.*
- *Assist in fitting customers with proper paddling equipment.*
- *Demonstrate safety and paddling instructions to customers.*
- *Assistance into and out of non-motorized recreational boats (i.e.; kayaks, stand up paddleboards, canoes, rowboat and pedal boat)*
- *Ensure participants' safety, fun and complete satisfaction;*
- *Be familiar with and follow all Kayak Pittsburgh safety handbook guidelines;*
- *Assist in cleaning rental facilities to ensure a successful, professional and excellent experience for all.*
- *Be an ambassador for Venture Outdoors.*

## QUALIFICATIONS AND REQUIREMENTS

*Qualifications include:*

- *Ensure customer satisfaction and provide professional customer support.*
- *Detail-Oriented*
- *Ability to work in a team environment*
- *Experience working with children*
- *Willingness to be flexible with work schedules*
- *Knowledge of associated skills and equipment associated with outdoor recreation*
- *Willingness and commitment to uphold all Venture Outdoors' policies and protocols and act in a professional and courteous manner at all times*

*Requirements include:*

- *At least 17 years of age; under 18 must provide legal work permit.*
- *Must be available to work between the hours of 9 a.m. and 8 p.m. (evenings, holidays and weekends)*
- *Must be available for mandatory pre-season trainings*
- *Must have reliable transportation to and from work sites*
- *Ability to lift 30 pounds*
- *Interest in the preservation of outdoor recreation*

## HOW TO APPLY

Please send resume and cover letter to [kayakpittsburgh@ventureoutdoors.org](mailto:kayakpittsburgh@ventureoutdoors.org)

**Equal Opportunity Employer**