

Bike Shop Employee (Outdoor Adventures)

Employees of the Bike Shop maintain the safest and most-welcoming environment possible for DIY customers and ourselves. Our goal is to empower customers by providing them the opportunity to learn how to do their own repairs with a little bit of guidance from us. Employees should expect to work regularly at the Bike Shop and intermittently at the Challenge Course, as described below.

Challenge Course staff lead teambuilding programs for private groups on our high and low ropes course at Sunset Canyon Recreation Center. This job is a special opportunity for motivated students who are excited to work outdoors, connect with and help others, and develop their own teamwork and leadership skills for a future career in any field. Paid training is offered once or twice per quarter over a weekend. Challenge Course work is assigned a month or more in advance and will vary in frequency. You should plan to work a minimum of 2 programs each quarter, with more work available pending need/interest. The work shifts tend to be no shorter than 6 hours and are frequently 8AM - 2PM or 12PM - 6PM, any day of the week including weekends.

Job Qualifications

Required

- Currently enrolled as a UCLA Student
- Professionally represent UCLA Recreation
- Complete background check
- Be certified in or obtain certification for CPR, first aid, and AED within one quarter of being hired. We sometimes offer free training and certification offered if you do not have this already.

Preferred

- Excellent oral and written communication skills.
- Punctuality and reliability
- Ability to keep pace with a high volume of customers
- Ability to prioritize multiple, competing tasks on a daily basis
- Ability to explain anything to customers in a professional manner
- Work-study eligible

Job Expectations

- Communicate effectively and politely with customers and coworkers in person, on the phone, and through e-mail.
- Keep shop tidy by properly storing tools, clearing clutter from work benches, and making sure floors are clean and dry.
- Maintain the public repair-stands/pumps located around campus.
- Understand and be able to explain the Bike-Shop Rules in order to make sure customers know to work safely and responsibly.
- Make sure Bike-Shop Rules are followed by employees and customers within the Bike Shop at all times.
- Learn how to perform bicycle repairs and how to ride a bicycle responsibly on the road, while simultaneously learning how to teach these skills.
- Wear close-toed/heeled shoes while in the Bike Shop.



- Create, edit, and manage documents required for Outdoor-Adventures operations.
- Other duties as assigned.

Pay Rate

- \$15.00 per hour

Apply and Contact:

To apply, please complete the application found on Handshake.

Please direct any questions about this position to bikecenter@recreation.ucla.edu.

