Program Area: Safety
Position: Kit Inspector Specialist

Mission Statement
We create engaging environments for student growth and success. We inspire healthy living by providing quality recreational and educational opportunities for the Oregon State University community.

Employee Expectations
- Know Your Stuff: Learn, model, promote and consistently enforce policies for the Department of Recreational Sports
- Communicate Like a Pro: Professionally and proactively communicate with your teammates, supervisors and administrative staff
- Stay Sharp: Maintain required certifications and attend orientation sessions, staff meetings and Director’s Retreat as directed
- Seek Solutions: Provide quality customer service to all patrons and search for a “path to yes” when possible and aligned with mission
- Deliver a Positive Experience: Maintain and promote a safe and fun environment for all participants and staff
- Engage & Grow: Participate in the On-Ramp career readiness program while developing transferable skills with a “growth mindset”

Definition and Purpose: The Kit Inspector Specialist reports to the Aquatics and Safety Coordinator with daily activity supervised by a Safety Senior Associate staff member. The Specialist is responsible for CPR and first aid instructional activity within Recreational Sports. Duties include but are not limited instruction of courses, maintaining instructional material, emergency response, and other safety related tasks and projects. This is a demanding position with an emphasis on high-level customer service, satisfaction and positive relations.

Position Details, Duties and Responsibilities:
- Maintain and restock first aid kits and aid stations, AEDs, blood clean up kits, and other safety equipment within all Recreational Sports facilities; organize and maintain an inventory of safety supplies; report stock levels and conditions of safety equipment to the Safety Senior Associate
- Demonstrate a commitment to teamwork including but not limited to: participation in the substitution system for work shifts; accurate and timely maintenance of timesheets; adhere to all policies, procedures and regulations of the Department of Recreational Sports; maintain open communication with all Safety staff; follow guidelines and procedures as described by the Aquatics and Safety Coordinator and Senior Safety Associates; respond to requests before deadlines; become familiar with and follow all policies and procedures as outlined in the DRS Safety program area employee manuals; accurately document all activity
- Maintain clean and professional working conditions including but not limited to: inventory management; wearing approved uniform and being identifiable to all participants; maintain a high level of professionalism with communication and posture; provide positive public relations, program promotion, and policy education to participants pertaining to all department areas and programs; maintain a positive and safe environment
- Understand and apply basic emergency response skills and knowledge. Understand liability concepts and perform duties to eliminate possible questions of negligence. Know and carefully follow the Emergency Action Plan for each facility. All staff are expected to respond to emergencies within the scope of their first aid and CPR training and Recreational Sports policy while on duty. Staff may be exposed to blood and/or OPIM while rendering first aid care
- Commitment to enhancing personal and professional development.
- Utilize all required equipment for assigned shift. Secure equipment while in transit and use. Clean and prepare equipment for the next use after finished
- Successfully complete the Safety job assignment orientations and prerequisites
- Assist the Department with special projects including reports, phone calls and other assigned duties
- Assist program participants and facility users, on the phone and in person, with all aspects of the Department of Recreational Sports programs. Make referrals to appropriate areas as necessary. Be knowledgeable of all Recreational Sports and University programs
- Additional responsibilities may be assigned by the Aquatics and Safety Coordinator.
Minimum Requirements

- Must be a currently enrolled OSU student and/or an enrolled student in OSU's Degree Partnership Program
- Must meet OSU student employment eligibility requirements including being degree-seeking and maintain minimum credit amounts
- First Aid, CPR/AED for the Healthcare Provider, Lifeguard certification and DRS Bloodborne Pathogens certification is required before employment begins
- Must be able to lift 30lbs. Must be able to sit or stand for long periods.

Preferred Work and Extracurricular Experience

- Previous customer service experience preferred
- Demonstrated organizational skills
- Demonstrated ability to successfully evaluate skills and knowledge
- Excellent written and oral communication skills
- Awareness and appreciation of individual uniqueness and diversity
- Awareness of safety concerns and risk management issues

Period of Employment: One academic year (continuing employment is contingent upon satisfactory completion of a 30 day probationary period and satisfactory job performance as evaluated by immediate supervisor). 10-20 hours per week. Early morning, late night and weekend hours required.

Compensation: Student employees are paid a wage consistent with the OSU Student Employment Pay Rate Guidelines. The Department of Recreational Sports identifies pay based upon job duties, level of responsibility and complexity of work to be performed.

The Department of Recreational Sports at Oregon State University commits to achieve excellence through cultural diversity and actively encourage applications from all genders, persons of color, and individuals from underrepresented groups. Interview questions will be developed based on the information in this position description. All job offers are contingent upon Human Resources final approval.