



JOB ANNOUNCEMENT LAKE COUNTY GOVERNMENT

Position specifications are intended to present a descriptive list of the range of duties performed by the incumbent. Specifications are not intended to reflect all duties that may be performed within the job.

Job Title: Get Outdoors Leadville! Hub Technician

Department: Lake County Public Health Agency, Get Outdoors Leadville!

Classification: Full-time, hourly, non-exempt

Salary: \$13-\$15/hourly, DOE

Reports to: Hub Coordinator, Get Outdoors Leadville!

FUNCTION OR PURPOSE OF THIS POSITION:

The Get Outdoors Leadville! (GOL!) initiative is a community-driven program launched in 2016 to reduce barriers to active outdoor experiences and better connect Leadville and Lake County youth and families with nature-focused activities cross the community.

The Get Outdoors Leadville! Hub Technician will work closely with the GOL! team to provide operational/logistical support for this initiative. The Hub Technician will be responsible for assisting with the operations of the GOL! Community Gear Library and with administrative implementation of select GOL! programs. The Hub Technician will be a key team member, instrumental in expanding reach of GOL!'s work and helping realize the vision of Get Outdoors Leadville! to create a community where diverse people of all ages, abilities, and cultures imagine and create a better world through connections to the outdoors and to each other.

Specifically, the Hub Technician's support will be focused on the community Gear Library, including processing borrowing to external program partners and community members, providing user orientations and basic trainings, and completing related back office work and gear use tracking. The Hub Technician will also assist with Gear Library inventory organization and management, laundering, minor repair, etc. The Hub Technician will primarily take daily direction and guidance from GOL! Hub Coordinator. The Hub Technician may also be engaged to support GOL! proprietary program operations (such as Rockies Rock and 5th Day Programs' gear use and family registration), and program

administration support needs such as data entry, records management, creating social media content, etc.

This is a grant-funded position through fall 2020, with possibility to extend, dependent upon organizational needs and capacity. The job description may be modified as the Gear Library develops and GOL! programming evolves.

ABOUT THE LAKE COUNTY PUBLIC HEALTH AGENCY:

The Lake County Public Health Agency (LCPHA) is a department of Lake County Government. In fulfilling its vision “to empower our Lake County Community in making healthy choices where we live, learn, work and play,” LCPHA embraces a 21st Century approach to health. To learn more, visit the LCPHA website. LCPHA is an EOE employer.

ESSENTIAL FUNCTIONS - Essential and other important responsibilities and duties may include, but are not limited to, the following.

- Support Gear Library logistics, following established systems for gear lending, inventory management, gear maintenance, record keeping, etc.
- Support Gear Library lending to program partners and community members through fulfilling borrowing requests, providing user orientations and basic trainings, and completing related back office work
- Assist with Gear Library inventory organization and management, laundering, minor repair, etc.
- Provide logistical and administrative support for select GOL! programs (such as Rockies Rock and 5th Day Programs’ gear use and family registration, data entry, records management, creating social media content, etc.
- Provide service in commitment to GOL!’s core values of Community, Health & Wellness, Equity, Connection, Magic of the Outdoors, and providing Lasting Impact

Qualifications:

- Strong attention to detail
- Strong time management and organizational skills
- Experience working with (or desire to work with) diverse people of all ages, cultures, socioeconomic status, and identities
- Strong positive customer/client-service skills

- Commitment to equity in the outdoors and improving health equity
- Excellent communication skills; biliterate Spanish-English desired
- Ability to follow organizational procedures and work independently within established systems
- Flexible, resourceful, and solutions-oriented
- Committed to continuous improvement
- Adaptable to growing programs and changing needs of the organization
- Desire to grow with a young, developing organization
- Computer skills, including basic competence with Google Drive, Microsoft Word & Excel, Social Media platforms, etc.

Travel: May require occasional in-County and regional travel. Will regularly require evening work and weekend hours. Must possess and maintain a valid Colorado Driver's License.

Work Conditions: This person's duties are performed within both an outdoor and indoor environment year round, including the winter. The incumbent may be exposed to some noise (electrical, mechanical or human) on an occasional basis, and other related hazards associated with an outdoor environment.

Career Track: This position is grant funded and dependent upon ongoing grant funding.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear for extended periods of time. The employee is required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

TO APPLY

To apply, please submit a cover letter, resume, and three professional references (including one person who has supervised you) to Beth Helmke, GOL! Director at bhelmke@co.lake.co.us. Additional questions may be directed to this email, as well.

Closing Date: August 31, 2019, or until filled

OTHER

Specifications are intended to present a description of the range of duties performed by employees. Specifications are NOT intended to reflect all the possible duties that could be performed within this position.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. GOL! is committed to building a diverse staff and strongly encourages applications from candidates of color and broad lived experiences.