



## **WAREHOUSE COORDINATOR (Multiple Positions Available)**

### **Our Mission**

Explore Austin combines mentoring, leadership, and outdoor adventure to empower youth to reach their full potential.

### **Our Culture**

We approach our mission with intention, believing that making time for exploration cultivates **self-discovery**. Leading with **equity**, we strive to remove barriers to outdoor adventure. We boldly embrace change and **adapt** to the evolving needs of our community. We celebrate the journey – sharing our wins and learning from our losses. Fostering a space of trust and belonging, we establish a culture of **courage, commitment, and gratitude**.

### **Duties and Responsibilities:**

These roles are pivotal to assisting the Program Team with restoring operations at the Warehouse after Summer Wilderness Trips, and before the new school year starts. While this role is currently temporary, there is a potential to stay on longer at the end of the July - October term. The Warehouse Coordinator will report directly to the two Program Managers and Program Director.

### **Warehouse Coordinator - Technical Gear Lead**

- Assist with unloading the technical and camping gear from the trailers and vehicles once they return to Austin (early August)
- Wash or sanitize equipment before it is returned to its location in the Warehouse
- Work with the Program Team to return gear to its proper location
- Pull and label broken gear, identify proper avenues for repair, ie. tents sent off to the manufacturer
- Project lead for the Gear Inventory days at the Warehouse (August)
- Pull and prep gear that goes out on the Saturday Challenges beginning in September. For example, preparation of the Mountain Bikes, including, but not limited to inflation of bike tires, wiping down stanchions

We are looking for someone who has prior knowledge of maintaining outdoor gear such as climbing equipment and mountain bikes and ensuring they are properly stored. This person enjoys establishing organization systems and finding the most efficient way to maintain a warehouse full of gear.

### **Warehouse Coordinator - Vehicle Lead**

- Project lead for managing the fleet of 6 vehicles and 6 trailers

- Record the mileage of each of the vehicles as they return to Austin and perform routine vehicle inspections with another Warehouse Coordinator to identify any issues with the vehicles
- Take each vehicle to get cleaned and detailed, and shuttle any vehicles that require mechanic servicing
- Ensure every vehicle has the proper paperwork and emergency vehicle kits inside them
- Gas up vehicles and double-check tire pressure before Saturday Challenges beginning in September

We are looking for someone with an eye for detail to ensure that the vehicles and trailers are maintained and road-safe after they return from the long gear haul, and before they're used weekly at Saturday Challenges. This person will have prior experience logging and maintaining vehicle records.

### **Warehouse Coordinator - Saturday Challenge & Volunteer Lead**

- Inventory first aid kits and identify low supplies to be purchased
- Assist Trip Leaders with the organization of bike volunteers
- Work alongside the Warehouse Coordinators to organize the volunteers on the Warehouse Restoration and Inventory Days
- Prep the food order for Saturday Challenges and pack lunch bins for the teams going out

We are looking for someone who enjoys working with and motivating volunteers to enact the vision of a clean, tidy, and organized warehouse alongside each of the Warehouse Coordinators.

### **Working Conditions:**

Each role is on-site at the Explore Austin Warehouse located in Del Valle. The larger majority of the Warehouse where most of the gear is stored is not air-conditioned, with a smaller portion, including an office, a bathroom, a kitchen, a pantry, and a bike mechanic shop air-conditioned.

Most hours of operation will occur in the second half of the week and occasional Saturday shifts between now and the end of October.

### **Qualifications:**

- Strong organizational, problem-solving, and analytical skills with close attention to detail
- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Passion, enthusiasm, focus, creativity, and a positive outlook

**Compensation:** Hourly pay range is \$18 to \$21 per hour depending on experience and qualifications, around 10 hours per week

To Apply, email [jobs@exploreAustin.org](mailto:jobs@exploreAustin.org) with a:

- 1) Cover Letter indicating which coordinator role you are applying for
- 2) Resume

We will be accepting applications until all the positions are filled.