



Gear Library Assistant

Position Announcement – April 30, 2025

Compensation: \$22.00 per hour, part-time (20-30 hours per week), temporary, non-exempt

Priority Application Date: Opened until filled

Season Dates: June 16 to September 30, 2025

Position Location: Seattle Gear Library near Rainier Ave S. and I-90.

About Washington Trails Association

Washington Trails Association (WTA) is the nation's largest state-based hiking and trail maintenance nonprofit. For over 55 years, we've been mobilizing hikers as public lands advocates, trail stewards and on-the-ground experts to ensure Washington's trails stand the test of time. Each year, 3,600 WTA volunteers perform over 125,000 hours of trail maintenance across the state. We also connect an online community of over 400,000 to the outdoors, from everyday adventures to backcountry explorations, through our Hiking Guide and Trailblazer app. With more than 23,000 donating members, WTA's strength is our community. Our vision depends on fostering an inclusive organization where everyone feels welcome and represented. Together, we can ensure there are trails for everyone, forever.

Outdoor Leadership Training

WTA's strength is our community, and our vision depends on fostering an inclusive organization where everyone feels welcome and represented. The [Outdoor Leadership Training](#) (OLT) program assists in fostering inclusive communities by empowering educators and youth program facilitators with the skills and resources they need to lead safe and fun outdoor experiences. The program includes Gear Libraries to support access for youth, families and adults in need of appropriate gear to enjoy their outings without the expensive barrier. In 2024, the gear libraries supported nearly 200 outings to provide more than 4,600 outdoor experiences.

About This Opportunity

WTA seeks an Outdoor Leadership Training (OLT) Gear Library Assistant with a strong desire to support outdoor experiences with diverse communities. The position's primary responsibility is to assist community partners with borrowing gear at WTA's Gear Libraries. The ideal candidate has some experience with hiking and camping, will demonstrate a flexible, proactive attitude and will contribute to the overall success of WTA by welcoming requests for support, tracking key information and meeting deadlines. This position is a great opportunity to learn more about nonprofit organizations, inventory management systems, outdoor gear and youth-focused outdoor programs. The position reports to the Outdoor Leadership Training Manager.

Primary Responsibilities

Assist with outdoor gear lending procedures

- Process lending requests using myTurn, a cloud-based inventory platform
- Prepare lending requests and gear returns for community organizations
- Assist with gear inventory, repair, cleaning and maintenance
- Assist in adding items to the gear inventory
- Maintain an organized system in a dynamic work environment

Engage with community-based organization leaders

- Engage with leaders in a warm, welcoming and positive manner
- Document feedback on the quality of gear and additional resources needed
- Follow up with partners on missing gear

Gear Library Assistant

Support community outreach and partnership development

- Support volunteer gear work parties at the Seattle Gear Library
- Help promote and prepare for the OLT backpacking workshop
- Represent WTA at outreach events as needed

Experience, Skills, Knowledge, and Values

Competitive candidates will highlight the following in their application, or express willingness to learn:

- A strong commitment to [WTA's mission](#) and values on [diversity, equity and inclusion](#)
- Cultural competency experience and demonstrated ability to work with people of diverse races, ages, genders, abilities and economic backgrounds
- Some familiarity with outdoor gear and maintaining gear
- Attention to detail in filling out forms and counting items checked out and returned
- Positive attitude and the ability to carry yourself professionally, with a desire to provide great customer service
- Self-motivated, able to work independently and also contribute to a team effort
- Ability to effectively communicate and problem-solve
- Familiarity with Google Workspace
- Ability to lift 30 pounds and climb on ladders
- At least 18 years of age and possess a valid driver's license

Location and Schedule

The Gear Library Assistant is a part-time, temporary, non-exempt position. The majority of work will be done at WTA's Seattle Gear Library located at 847 Hiawatha Place S, Seattle, WA, 98144, with occasional shifts at WTA's Pierce County Gear Library located at 14422 Meridian E, Puyallup, WA 98375. The expected work schedule is generally Tuesdays through Thursdays, working 20 to 30 hours a week and occasional weekends, starting as soon as possible but no later than June 16 and running through September 30, 2025.

Compensation

Compensation is \$22.00 per hour. This position is eligible for paid holidays and sick leave (prorated to hours worked), health stipend, transportation and an employer match retirement plan. WTA is committed to supporting professional development, so we encourage you to apply even if you don't meet all the qualifications listed. A WTA vehicle may be provided for transportation between the gear libraries. Should a personal vehicle be used to fulfill program needs, mileage reimbursement is provided for travel between the work site and the base of operations (Seattle Gear Library, Seattle, WA), up to 250 miles round trip. For more information on benefits, please visit our website at www.wta.org/benefits

Join Our Team

Our hiring process

At WTA, we consistently evaluate and update our hiring process to align with current best practices for equity and inclusion. The hiring process for this role will include a phone screen, an in-person panel interview and an in-person conversation in the Seattle office, and reference checks.

Diversity, Equity & Inclusion

We believe WTA, and Washington's hiking community, is made better by people with varied backgrounds, identities, abilities and lived experiences. WTA is committed to advancing equity and continually working to become a more inclusive organization. People of color and people with other identities that are underrepresented in the outdoor industry—including but not limited to gender identity, class, sexual orientation, age, ability, and background—are strongly encouraged to apply.

To read our complete Equal Opportunity Employer statement, please visit www.wta.org/careers.

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How to Apply

Click on the following URL (<https://forms.gle/aK4bKMHR2LrYZsEc7>) to complete a brief application form and submit a resume to seasonaljobs@wta.org. Include **"Gear Library Assistant"** in the subject line. Please use the following format for file names: "last name, first name - resume/cover letter." The position is open until filled, and applications will be reviewed on a rolling basis. If you have any questions, please contact seasonaljobs@wta.org. We look forward to hearing from you.