



## Gear Library Assistant

Position Announcement – April 30, 2025

**Compensation:** \$23.00 per hour, part-time (20-30 hours per week), temporary, non-exempt

**Priority Application Date:** February 23, 2026

**Season Dates:** April 14 to October 30, 2026

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

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### About Washington Trails Association

Washington Trails Association (WTA) is the nation's largest state-based hiking and trail maintenance nonprofit. For 60 years, we've been mobilizing hikers as public lands advocates, trail stewards and on-the-ground experts in pursuit of our vision of Trails for Everyone, Forever. Each year, with the support of over 23,000 donating members, WTA staff and more than 3,500 volunteers perform over 160,000 hours of trail maintenance across the state. Through our online Hiking Guide and Trailblazer app, we help hundreds of thousands of people find trails, from everyday adventures to backcountry explorations. Our vision depends on fostering an organization and outdoor community where all people are welcome, represented and included.

### 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 2025, the gear libraries supported over 175 outings to provide more than 6,000 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 inventory management systems, outdoor gear, customer service and youth-focused outdoor programs. The position reports to the Outdoor Leadership Training Manager.

The Outdoor Leadership Training (OLT) Gear Library Assistant is a temporary, part-time, non-exempt position based in Seattle, WA.

### Primary Responsibilities

#### Assist with outdoor gear lending procedures - 80%

- 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
- Transport gear between libraries and offsite locations to support requests and maintenance

## Gear Library Assistant

### **Engage with community-based organization leaders - 15%**

- 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

### **Support community outreach and partnership development - 5%**

- Support volunteer gear work parties at the Seattle Gear Library
- Help promote and prepare for the OLT backpacking workshop

### **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
- 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
- Ability to climb up and down 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. This role is based at WTA's Seattle Gear Library (847 Hiawatha Place S, Seattle, WA, 98144) **and** will require travel and occasional work shifts at WTA's South Puget Sound Gear Library (14422 Meridian E, Puyallup, WA 98375). The expected work schedule is 20 to 30 hours per week, generally Tuesdays through Fridays with occasional weekends, starting April 14 and concluding on October 30, 2026.

### **Compensation**

Compensation is \$23.00 per hour. This position is eligible for paid holidays and sick leave (prorated to hours worked), health stipend, transportation and an employer-matched retirement plan. WTA is committed to supporting professional development. A WTA vehicle may be provided for transportation between the gear libraries and off-site locations. 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](http://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, in-person panel interview, background check and reference checks. WTA's practice is to run a background check with the opportunity to discuss any results before final hiring decisions are made. If you have any questions or need accommodation in our recruitment process, please contact [seasonaljobs@wta.org](mailto:seasonaljobs@wta.org).

## Gear Library Assistant

### Equal Opportunity

We believe WTA and Washington's outdoor community are stronger when made up of 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](http://www.wta.org/careers).

### How to Apply

Complete an [application contact form](#) and email a resume and brief cover letter to [seasonaljobs@wta.org](mailto: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 priority deadline is February 23.** If you have any questions, please contact [seasonaljobs@wta.org](mailto:seasonaljobs@wta.org). We look forward to hearing from you.