



Job Title: Gear Manager

Reports To: Program Manager and Director of Operations

Employment Type: Seasonal- Part Time, May-October with full-time hours June-July

Starting Pay: \$18/hr

About Summit Journeys

Summit Journeys is a 501(c)(3) nonprofit dedicated to providing youth and young adults with transformative outdoor adventures. Our mission is to make outdoor experiences accessible and affordable while fostering resilience, self-efficacy, and self-determination.

Position Overview

Summit Journeys is seeking a Gear Manager to oversee the maintenance, organization, and inventory of our outdoor equipment while also supporting and facilitating outdoor programs. This is a hybrid role, and candidates will also be responsible for facilitating adventure trips. This role is essential to both the behind-the-scenes systems that keep our programs running safely and the on-trip experiences that create meaningful impact for participants.

Programs include rock climbing, hiking, kayaking, sailing, and camping. The ideal candidate is highly organized, safety-focused, and passionate about outdoor recreation and youth development. They bring experience in gear maintenance and repair, along with the ability to facilitate outdoor experiences that foster learning, connection, and personal growth.

Key Responsibilities

Gear Management & Operations

- Maintain an accurate, up-to-date inventory of all outdoor equipment.
- Ensure proper tracking, labeling, storage, and organization of gear.
- Manage equipment check-out and return for staff, volunteers, and participants.
- Inspect, clean, and repair gear regularly to ensure safety, functionality, and longevity.
- Ensure all equipment meets industry safety standards prior to each use.
- Maintain a clean, organized, and accessible gear storage area.
- Identify gear needs and recommend equipment purchases.

- Assist in managing the gear budget and tracking expenditures.
- Work closely with the program manager and staff to ensure appropriate equipment is prepared for each trip and activity.
- Serve as a resource for staff and volunteers regarding gear use and care.

Trip Facilitation & Field Responsibilities

- Participate in pre-trip planning meetings.
- Facilitate and co-lead trips with approval from the Trip Leader, Field Supervisor, or Program Manager.
- Actively participate in daily staff and participant briefings and debriefings.
- Support participant instruction, risk management, and group cohesion.
- Foster a positive, inclusive, and trauma-informed environment.
- Serve as a positive role model for youth participants.
- Participate in trip debriefs and evaluations.
- Complete trip reports as assigned.

Administrative & Professional Responsibilities

- Attend required staff meetings and trainings.
- Maintain certification and compliance records related to gear use and facilitation.
- Track and verify staff certifications as needed.

Qualifications & Skills

- Experience in outdoor gear maintenance, repairs, or equipment management.
- Strong organizational skills and attention to detail.
- Knowledge of outdoor adventure gear, including climbing, camping, hiking, and water sports equipment.
- Ability to drive and maneuver a large gear trailer.
- Ability to lift and move heavy gear as needed.
- Self-motivated with the ability to work independently.
- Basic computer skills for inventory tracking (experience with gear management software is a plus).
- Enthusiasm for outdoor adventure and experiential learning.
- Passion for working with youth in outdoor settings.
- Strong communication and teamwork skills.
- First Aid/CPR certification (or willingness to obtain before hire).
- Ability to respect and build rapport in a short period of time with a diverse group of people
- Ability to work in outdoor environments and varying weather conditions.

This job requires physical endurance, including hiking, lifting gear, and assisting participants.

How to Apply

To apply, please send the following by email the Director of Operations
Erica@summitjourneys.org

- Resume
- Letter of intent:
 - What you hope to learn
 - What you can bring to Summit Journeys
- Be sure you represent your proficiency with the following (applicable to the season):
 - Rope Courses: Low & High
 - Climbing: Indoor & Outdoor
 - Mountain Biking
 - Backpacking
 - Canyoneering
 - Hiking
 - Orienteering
 - Fishing
 - Snowshoeing
 - Cross-country Skiing
 - Sailing
 - Paddle Sports
 - Kayaking
 - SUP
 - White Water