

Course Equipment Specialist

Position Overview

The Course Equipment Specialist supports DMM's wilderness medicine education programs. This role is responsible for organizing, cleaning, inventorying, and preparing course equipment and materials to ensure high-quality, field-ready program delivery.

This is a part-time position based at DMM headquarters in Leadville, Colorado. Average hours per week will be highest in the busy season (March through May) and lower in summer and fall seasons.

Reporting Structure

Works closely with instructional and operations staff to ensure seamless course preparation and execution. Reports directly to the Director of Instructor Operations and the Chief Operations Officer.

Essential Functions

Equipment & Inventory

- Clean, inspect, and maintain medical and field equipment
- Organize and restock course bins and supply kits
- Monitor inventory levels and communicate supply needs
- Maintain orderly and standardized storage systems

Course Preparation & Turnover

- Prepare equipment and materials for upcoming courses
- Quickly break down, clean, and reset equipment and materials after courses
- Check equipment and materials for cleanliness and readiness for upcoming courses

Shipping & Materials Management

- Package and ship course equipment and materials
- Receive and verify incoming shipments
- Manage textbook inventory and course documentation

Qualifications

- Strong organizational skills and attention to detail
- Reliable, self-directed, and punctual
- Strong communication skills
- Basic technology skills: email, shared documents, spreadsheets, etc.
- Comfortable performing physical tasks in a warehouse-style setting
- Ability to lift up to 50 lbs
- Experience in logistics, inventory management, or equipment coordination preferred

- Familiarity with wilderness medicine or outdoor education a plus
- Ability to ascend and descend stairs multiple times per day

Compensation and Benefits

- Job Type: Part-time/seasonal, Non-Exempt
- Location: DMM Headquarters in Leadville, CO
- Hours: Business Hours (8am-4pm)
 - February - May: Approximately 10-15 hours per week
 - June - January: Approximately 5-10 hours per week
- Compensation: \$21–25 per hour, depending on experience
- Benefits:
 - Flexible schedule
 - Complimentary Wilderness First Responder (WFR) certification during employment period with DMM
 - Outdoor industry pro-deals

Application

To apply, send a cover letter, resume, and three references to employment@desertmountainmedicine.com.