Viking Union Mission:
The Viking Union connects a dynamic and diverse campus community, providing welcoming, supportive spaces and activities that advance engagement in leadership, service, adventure and celebration.
The Viking Union values: Social, ecological, and economic justice, learning & development, and celebration. [https://vu.wwu.edu/core-beliefs](https://vu.wwu.edu/core-beliefs)

Position Overview:
Lakewood is a student-centered watersport facility on Lake Whatcom that serves the Bellingham college communities with access to a variety of non-motorized watercraft for recreation and training. Beyond boats, Lakewood offers a meeting space, expansive grounds, and a challenge course. Boathouse Attendants are the face of Lakewood to new and returning users alike. They provide welcoming, informative, and inclusive customer service to all Lakewood users, on and off the water. Lakewood hours of operation are:
- Fall & Spring quarter: M/W/F/S/Su 2pm-dusk
- Summer: 7 days/week 2 pm-dusk
- Lakewood is closed Nov/Dec and the entirety of winter quarter

Position Responsibilities:
- Execute opening and closing procedures for the boathouse each day
- Greet users, provide wayfinding, handle intake/orientation, clearly explain rules and procedures
- Reflect a courteous, helpful attitude towards all users and guests of Lakewood
- Check out equipment and assist boaters with rigging and launching watercraft
- Point of sale duties (sales, maintain accurate receipts, close register each shift)
- Track equipment and ensure accurate record keeping per Lakewood policy
- Work as a team to monitor the water, ensure user safety, and enforce policy
- Check that equipment is returned and stowed correctly
- Clean spaces daily, including the restrooms and lounge
- Keep boathouse and workspace clear and orderly
- Attend weekly Lakewood staff meetings either virtually or in-person
- Other duties as assigned

VU Employment Responsibilities:
- Attend all VU Training and development events including, but not limited to: pre-fall orientation, pre-winter training, and pre-spring training
- Centering equity, inclusivity, and anti-racism
- Enter work hours in online timesheet after each shift and submit timesheets by the payroll deadline
Required Qualifications:
- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates. (Credit waivers may be granted by Student Employment)
- Maintain a minimum of a 2.00 cumulative grade point average
- Demonstrated commitment to equity, inclusivity, and anti-racism (e.g. self-educating, personal experience, attending courses/workshops, volunteering/working with organizations that support underrepresented people, etc.)
- Ability to occasionally lift and carry up to 50 lbs. (boats, trash bins, tables, chairs, etc)

Preferred Qualifications:
- Demonstrated experience in the following areas:
  - Providing welcoming, informative, and inclusive customer service in person, over the phone or electronically
  - Cash handling
  - Working on or near the water
  - First Aid and CPR certification
  - WA State Boater’s card

Position Reportage:
This position reports to the Lakewood Manager.

Average Hours per Week:
This position works an average of 10-15 hours per week. More hours are available during summer quarter upon request.

Hourly Wage:
Program Support Staff 1 position at a rate of $17.32 per hour.

The Viking Union at Western Washington University is an Equal Opportunity Employer. This job description is subject to change and was last revised January 2024.

Application available at: [https://vu.wwu.edu/StudentJobs](https://vu.wwu.edu/StudentJobs) please follow the instructions listed.