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 Instructors ensure that all Lakewood users enjoy a safe, fun, and educational experience on the Lake. Instructors leverage their prior watersports experience to educate fellow students in sailing and safe boating practices.

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:
- Teach drop-in paddling lessons and scheduled Lakewood sailing lessons
- Use established curriculum to ensure desired learning outcomes are achieved for the majority of participants
- Lead effective chalk talks, instructor demos, and water activities
- Attend weekly Lakewood staff meetings either virtually or in-person
- Complete opening and closing procedures for the boathouse each day
- Greet users, provide wayfinding, handle intake/orientation, clearly explain Lakewood rules and procedures
- Reflect a courteous, helpful attitude towards all users and guests of Lakewood
- Point of sale duties (sales, maintain accurate receipts, close register each shift)
- Check out equipment and assist boaters with rigging and launching watercraft
- Track equipment and ensure accurate record keeping per Lakewood policy
- Check that equipment is returned and stowed correctly
- Work as a team to monitor the water, ensure user safety, and enforce policy
- Patrol the water - providing instruction and assisting users with tows and rescues if needed
- Keep boathouse and workspace clear and orderly
- Clean spaces daily, including the restrooms and lounge
- 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
▪ Center equity, inclusivity, and anti-racism
▪ Enter work hours in online timesheet after each shift and submit timesheets by the payroll deadline
▪ Follow applicable VU Policies [vu.wwu.edu/policies](vu.wwu.edu/policies) and policies in the student employment handbook [http://www.finaid.wwu.edu/studentjobs/employers/resources/supervisors_handbook/index.php](http://www.finaid.wwu.edu/studentjobs/employers/resources/supervisors_handbook/index.php)

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.)
▪ Demonstrated experience and knowledge of the principles of small boat operations: canoes, kayaks, windsurfers, rowboats, small power boats and/or sailboats
▪ Demonstrated experience teaching, coaching and/or mentoring others
▪ Ability to occasionally lift and carry up to 50 lbs. (boats, trash bins, tables, chairs, etc.)
▪ Have or obtain First Aid and CPR certification
▪ Have or obtain “Washington Safe Boaters” card
▪ Availability to attend a weekend-long mandatory Lakewood Instructor Training course (March 9/10, 2024)

Preferred Qualifications:

▪ Previous experience working and/or teaching in a sailing/water sports training environment
▪ Have or obtain an instructor certification from an accredited watersports association (e.g., US Sailing, American Canoe Association)
▪ Have or obtain a driver’s license
▪ Have or obtain a Wilderness First Responder certification
▪ Demonstrated experience in the following areas:
  ▪ Providing welcoming, informative, and inclusive customer service in person, over the phone or electronically
  ▪ Cash Handling

Position Reportage:

This position reports to the Lakewood Manager.

Average Hours per Week:

This position works an average of 8-15 hours per week. More work is available during summer quarter upon request.

Hourly Wage:

Program Support Staff 2 position at a rate of $19.02 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.