

UWILD WATERFRONT ASSISTANT

Department Description

UW Recreation is a department within the Division of Student Life. We provide safe, accessible, and dynamic recreation experiences to engage students in growth and wellbeing. RSP serves over one million students, faculty, and staff each academic year through informal and formal recreation, including fitness and sports classes, intramural and club sports, outdoor education, and more.

Project Persistence

As part of our commitment to the student experience, UW Recreation and the Division of Student Life will review each student employee's academic progress via GPA reviews. The intent of these grade checks is to offer our student employees holistic support and connect students to resources and academic support services should the need arise. These reviews will begin after you complete your first quarter of employment. GPA reviews have no impact on your selection for the position or your standing as an employee once you begin employment.

Diversity Statement

At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity and justice for all.

Job Description

Under the supervision of the Waterfront Operations and Facilities Manager, the **UWild Waterfront Assistant** will perform the necessary tasks to complete the daily operations of the UWild Waterfront Activities Center. Our employees facilitate the entirety of our boat rental operation while working in a fast paced, customer service-oriented setting. Administering gear, going over rules and regulations, moving boats in/out of the water, assisting people on the dock, and providing basic instruction are all key components of this job. Our staff's main focus is to ensure a quality experience for customers from rental to return. Various administrative responsibilities also required, as is light cleaning and facility management. **This position requires employee to be available during summer quarter, as well as weekends.**

Responsibilities

- Financial Accountability and Customer Services
 - Provide customer support throughout the watercraft rental process, boat storage, and Great Room Reservation process.
 - Perform all fee collection and/or business transactions.
 - Enforce late return and cleaning fees.
 - Operate a cash register.
 - Operate program computer and all software, websites and other electronics necessary to the daily operations.
 - Prepare daily deposits and reports.
- Facility Management
 - Open and close the building, including early and after hours events.
 - Prepare docks for daily operations.
 - Serve as day-of contact for rental groups.
 - Control access when building is not open to patrons.
- Risk Management
 - Enforce all safety protocols to provide a safe environment for coworkers and patrons.
 - Review all waivers to insure properly completed.
 - Conduct safety inspections of program equipment.
 - Respond to all emergencies within the WAC and surrounding areas. Thoroughly document all accidents and incidents.
 - Operate rescue launches to assist with capsized boats.
 - Maintain a clean working environment.

Qualifications

- Education and/or Experience
 - Must be currently enrolled at the University of Washington
 - General watercraft experience preferred
 - Powerboat experience preferred
 - Ability to swim preferred
- Language and Math Skills
 - Ability to read and interpret documents such as safety rules, waivers, instruction or procedure manuals
 - Ability to read and interpret out-of-state IDs and/or foreign IDs and passports for validity
 - Ability to effectively present information to customers and co-workers in one-on-one and small group situations
 - Ability to effectively communicate and relay information when answering phone calls
 - Basic math skills required
- Certificates and Licenses
 - Valid First Aid/CPR certification (can be completed after hiring)
 - Valid Washington State Boater Education Card (can be completed after hiring)
 - Valid UW Driver Safety Training (can be completed after hiring)
- Physical Demands
 - The employee is regularly required to sit, stand, walk, and reach with hands and arms, and lift
 - The employee will regularly be required to lift up to 40 pounds, often required to lift between 40-70 pounds and occasionally be required to lift upwards of 100 pounds

Learning Competencies

UW Recreation provides student employees with a meaningful work experience. As a part of our Husky Experience initiative, student employees will engage in a variety of experiences including staff orientation and trainings, leadership development workshops, social justice roundtables, service projects, and social gatherings to build connections across the department with peers and professional staff. Some intended learning competencies that will be developed in this position include:

- Judgement and Decision Making
- Personal Initiative
- Facilitative Leadership
- Followership
- Tolerance for Adversity & Uncertainty
- Community Awareness
- Manual Labor Familiarity

Job Hours and Pay Rate

6-19.5 hours per week during Spring Quarter and typically between 20-35 hours per week during Summer. **\$15.45** per hour. ***Must be available to work weekends, breaks, holidays and through summer quarter.***

Application Instructions

Visit uw.edu/ima for an online application. Send completed application and resume to Rod Smith at resmith3@uw.edu or drop off at the Waterfront Activities Center.