

# **VIKING UNION**

## **Lakewood Desk Attendant**

### **RECOMMENDED QUALIFICATIONS:**

1. Have a sound knowledge of the principles of small boat operations, to include canoes, kayaks, windsurfers, rowboats, small power boats and sailboats.
2. Be able to obtain a Lakewood sailing card.
3. Obtain First Aid and CPR training and maintain a current First Aid/CPR card.
4. Extra consideration will be given to those with previous experience and training in water safety.

### **RESPONSIBILITIES:**

1. Attendants will be responsible for the operation of Lakewood during the hours of operation.
2. Attendants will check out equipment and assist boaters in launching, etc, and see that boats are returned in satisfactory condition.
3. Attendants will supervise all activities and ensure that the rules of operation are followed.
4. It is the responsibility of the attendant to see that all activities are conducted in a safe manner.
5. When necessary, the attendant shall expedite the rescue and recovery of disabled sail boats, canoes/kayaks and windsurfers.
6. Help with rigging and launching of all watercraft.
7. Other duties as assigned.

**REPORTS TO:** Lakewood Program Manager

**WORK TIME:** 10-15 hours per week

**SALARY LEVEL:** \$9.32 per hour

**APPLICATION PROCEDURE:** See "Hiring Procedures"