



**Application Due Date: *Thursday, March 22 at 4PM***

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The **Student Recreation Center (SRC)** Ambassador program is a leadership opportunity for students who are dedicated to serving and representing Whatcom, providing excellent customer service, furthering their professional development, and learning valuable marketing and communication skills.

This is a part-time hourly non-permanent position, reporting to the Student Recreation Center Manager. Successful candidates enjoy working with people, are outgoing and friendly, and are excited about sharing their experiences at WCC with others.

SRC Ambassadors serve as outstanding representatives of the College who are dedicated to student success, diversity, and strengthening student connections. SRC Ambassadors work at the front desk of the SRC, conduct campus tours, serve as Pod Leaders at the Whatcom Wave new student orientation, assist with College events, assist with Outreach to prospective students, and assist fellow student leaders market their events and activities to campus. Successful candidates enjoy working with people of all identities and backgrounds, are outgoing and friendly, and are excited about sharing their experiences at WCC with others. All students are encouraged to apply.

**Group interviews will occur afternoon/evenings of April 9 & 10 and individual interviews on Tuesday April 17.**

**Period of Employment: August 16, 2018 – June 14, 2019**

**Qualifications:**

- Enrolled in a minimum of 8 credits at WCC for the full 2018-19 academic year (Fall, Winter, and Spring)
- Minimum 2.5 GPA (to be maintained quarterly during the 2018-19 academic year)
- Current CPR and First Aid Certification
- Available nights and weekends

**Benefits:**

- Student Ambassadors earn WA minimum wage
- Build a competitive resume
- Develop transferrable skills: leadership, public speaking, digital and traditional marketing, etc.
- On-campus employment
- Create a network of professional references
- Make friendships that last a lifetime

**Responsibilities of Student Ambassadors include:**

- Provide customer service in a friendly, approachable, and culturally responsive manner to all guests by responding to questions, providing facility tours and orientations, and checking IDs at the front desk
- Participate and practice safety, risk management, and mandatory reporter procedures.
- Participate in occasional photo shoots for promotional WCC publications
- Regularly clean and sanitize exercise equipment, facilities, furniture, and other recreational equipment.
- Monitor facility usage, promote and support safety for all participants, and enforce all SRC rules, policies, and procedures regarding the safe and proper use of the building and equipment.

- Serve as Pod Leaders at the Whatcom Wave new student orientation
- Administer equipment check out procedures and assist with washing towels, maintaining inventory, and encouraging sanitation throughout facility.
- Assist with the promotion and marketing of ASWCC, SRC, and Athletics activities and events.
- Attend all mandatory staff trainings, meetings, and workshops. Adhere and comply with both SRC and campus policies and procedures.
- Represent the SRC Ambassador team at Student Senate meeting.
- Provide individual and group campus tours upon request
- Other duties as assigned

**Required Program Commitments (must be able to attend all to accept Ambassador position):**

- Yearlong (Fall 2018-Spring 2019)
  - Weekly SRC Team Meetings (scheduled around class times)
  - Bi-weekly OSRD All-Staff Meetings – Every other Friday, 2pm-4pm
- Summer Quarter 2018:
  - Training Overview and Introductions – Wednesday, 1pm-5pm (Aug 15)
  - ASWCC Leadership Institute – Camp Casey, WA (Overnight trip, Aug 16-18)
  - Summer training at WCC: Monday – Friday 1pm-5pm (Aug 20-Sept 17)
- Fall Quarter 2018:
  - Whatcom Wave New Student Orientation (5-6 sessions in the two weeks prior to Fall quarter start.)
- Winter Quarter 2019:
  - Whatcom Wave New Student Orientation (1 session in January 2019)
- Spring Quarter 2019:
  - WAVE Orientation Session (1 session in April 2019)

*Please Note: Student leaders attend required commitments as part of their development. Expenses for travel to conferences and professional development opportunities (hotel, meals, registration, and transportation) are coordinated and paid by WCC. Students are not paid an hourly wage to attend conferences/extracurricular activities.*

Your application will be reviewed for completeness, neatness, thorough and thoughtful answers to questions, and fulfillment of job requirements listed above regarding plan to be enrolled, and GPA. Please print or type your responses.

Please direct questions and completed applications to the Manager of the SRC:

**Mary Schroeder**

SRC Manager

PAV 122

[mschroeder@whatcom.edu](mailto:mschroeder@whatcom.edu)

360.383.3119

## 2018-2019 SRC Ambassador Application

Completed applications include:

- |   |   |
|---|---|
| <input type="checkbox"/> Application (all 5 sections)                     | <input type="checkbox"/> Copy of Degree Plan showing quarter of graduation (MyWCC/Starfish) |
| <input type="checkbox"/> Cover Letter                                     | <input type="checkbox"/> Unofficial Transcript  |
| <input type="checkbox"/> Completed Student Ambassador Recommendation Form |   |

### Section 1: Applicant Information

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: (Print email clearly! This is how we will communicate with you throughout the application process.)

\_\_\_\_\_

Are you fluent in a language other than English? If so, please list: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ How many college credits do you have: \_\_\_\_\_

Expected Month/Year of WCC Graduation: \_\_\_\_\_

What is your academic degree plan? \_\_\_\_\_

### Section 2: Prior Work or Volunteer Experience (Please begin with your most recent experience)

Employer or Organization: \_\_\_\_\_

Supervisor or Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Position: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer or Organization: \_\_\_\_\_

Supervisor or Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Position: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

### Section 3: Short-Answer questions (Please print, or attach typed responses)

Do you have any commitments (off- or on-campus work, student athletics, student clubs, etc.) during the academic year? If so, please list:

\_\_\_\_\_

\_\_\_\_\_

How do you intend to balance class, other on- and off-campus involvements, jobs, etc with being a Student Ambassador?

\_\_\_\_\_

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What do you hope to gain from the experience of being a SRC Ambassador and what would you contribute to the program?

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**Section 4: Essay Question** (Please attach your typed essay to your application packet)

What does diversity mean to you? How does it relate to leadership and your role as a student leader?

**Section 5: Signature**

I certify that all information provided on this application is accurate. By signing this application, I also give permission for Whatcom Community College to access my academic information to verify qualifications and to utilize any photographs, video, testimonials, and/or audio recordings of me in which I may be featured.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**If under 18, please have a parent or guardian print and sign in the area below:**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Print Name



**Whatcom Community College  
Student Recreation Center (SRC)  
Ambassador Program  
Reference Form**

**NAME OF APPLICANT:** \_\_\_\_\_

The Whatcom Community College SRC Ambassador Program is a leadership opportunity for students who are dedicated to serving and representing Whatcom. SRC serve as outstanding representatives of the College who are dedicated to student success, diversity, and strengthening student connections. SRC Ambassadors conduct campus tours, assist with various College events, and assist with outreach to prospective students. Successful candidates enjoy working with people, are outgoing and friendly, and are excited about sharing their experiences at WCC with others. All students are encouraged to apply.

**Part One: Please rate the applicant on the factors listed below. Check the appropriate box.**

FACTOR	OUTSTANDING	EXCELLENT	GOOD	AVERAGE	FAIR	NOT OBSERVED
Attitude						
Communication Skills						
Confidence						
Dependability						
Friendliness / Outgoing						
Leadership Qualities						
Self Motivation						
Team Oriented						

**Part Two: Please attach a statement regarding why you feel this applicant would be an excellent candidate for the Student Ambassador Program.**

Indicate how you know the applicant and complete the contact information below.

Employer    Instructor/Advisor    High School    Other: \_\_\_\_\_

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Name (print clearly)

\_\_\_\_\_  
Signature