Applications are now being accepted for an Aquatics Coordinator for Campus Recreation at the University of Illinois at Urbana-Champaign. The Aquatics Coordinator is a valuable member of the Campus Recreation team of professionals who provide recreational opportunities to a community of over 40,000 students and 10,000 faculty/staff of the University of Illinois at Urbana-Champaign. This position reports directly to the Assistant Director over Aquatics and Facility/Event Scheduling and is responsible for providing safe aquatics opportunities for students, faculty, staff and the community that appeal to a wide variety of constituents following state, national and industry standards.

We are seeking individuals with diverse backgrounds who can help create foster communities that strive toward the mission of providing “A place for everyone.” This includes supporting the academic mission of the University by developing environments conducive to student learning and academic success, respecting, appreciating and advocating for the diversity of our student population, and supporting the holistic development of all our students. The diversity of our campus student population includes over 44,000 students: 5% African-American, 8% Latino/a, 14% Asian-American, 13% Native American, 2% Multiracial and 22% International.

DUTIES & RESPONSIBILITIES:

1. Hire, train, supervise and evaluate all part-time staff including lifeguard staff, Learn-To-Swim instructors, Head lifeguards, Learn-To-Swim Coordinators, Aquatic Student Coordinators, Graduate Assistants and additional hourly personnel.
   a. Determine staffing needs and hire qualified candidates based upon certifications, experience, skills and ability to contribute to the diverse needs of the University of Illinois and Campus Recreation
   b. Conduct regular in-service trainings.
   c. Set working schedule for all aquatics staff.
   d. Evaluate personnel via random shift audits and observations from professional and leadership staff.
   e. Create and routinely update all Aquatic employee manuals.
   f. Prioritize tasks and assign/delegate duties to part-time employees in all pre- and post-preparation associated with the events
   g. Supervise and assist in the development of student staff via the varied Aquatics. Provide direct supervision and support for the coordination of participating groups/organizations including recommendations for enhancements.

2. Direct programming and scheduling of the Learn-To-Swim Program, Aquatic Sports Clubs, Kinesiology classes and other aquatic events programs.
   a. Review matters relating to fees, supervision, budget, fiscal responsibilities and priorities relative to the Aquatics program.
b. Develop policies and procedures related to evaluation of all aquatic facilities and equipment.

c. Promote and publicize unit programs and achievements in conjunction with the Assistant Director for Marketing.

d. Assist with night and weekend coverage as needed.

3. Manage the program responsibilities within the budget constraints established by Campus Recreation (Business Office & Director of Campus Recreation)

4. Responsible for documenting facility usage information.

5. Develop a preventive maintenance program for aquatic equipment, including, but not limited to flotation devices and lifesaving equipment.

6. Coordinate courses for Water Safety Instructor, Lifeguard and Blood Borne Pathogens for student employees and the community.

7. Identify potential risks associated with Aquatics and maintain standards to ensure a safe environment for patrons.

8. Maintain compliance with state codes and national standards including Illinois Department of Health bathing codes, National Pool and Spa Association guidelines for operating pools, the Americans with Disabilities Act guidelines regarding accessibility of recreation and pool facilities.

9. Secure, maintain and inventory rescue, first aid and other safety equipment.

10. Evaluate events and ensure compliance with University standards related to risk management.

11. Work cooperatively with other Campus Recreation program areas when needed, including the development of collaborative programming.

12. Participate as a member of the Campus Recreation professional staff in the development and implementation of policies and procedures.

13. Compile information and data in conjunction with monthly, mid-year and yearly reports. Including, but not limited to, Federal Work Study information and diverse student hires.

14. Participate in the development of programs, departmental objectives and long-range planning, by preforming research, providing recommendations and implementing plans as appropriate.

15. Serve on Division and/or University committees as assigned.

16. Design and implement special projects that support the overall mission of Campus Recreation.

**MINIMUM EDUCATION AND WORK EXPERIENCE:**
Master’s Degree. One year of experience in aquatics programming.

**ADDITIONAL PREFERRED EDUCATION AND WORK EXPERIENCE:**

1. Master’s Degree in Recreation, Sports, Facility Management, Applied Health Sciences or relevant field.

2. Comprehensive and detailed knowledge of Aquatics.

3. Previous experience supervising staff, including hiring, training and evaluation.

4. Certifications in: Lifeguard Training, First Aid, CPR for the Professional Rescuer/Health Care Provider, Water Safety Instructor or equivalent and Lifeguard Instructor

5. Preferred certification in Lifeguard Instructor Training, and Water Safety Instructor

6. Familiarity with ADA Laws as they apply to Aquatics Facilities and Virginia Graeme Baker Act.
7. Comprehensive knowledge and experience with standards/codes for Aquatic staff and swimming pools.
8. Strong written and verbal skills and an ability to establish and maintain effective working relationships with other employees, faculty, staff, students and community patrons.
9. Ability to manage multiple priorities and meet project review deadlines.
10. Prior experience working with students including those with vision, hearing, and physical disabilities
11. Strong commitment to diversity and developing a comprehensive understanding of the needs of diverse student and user groups.

This is a full-time, 12-month position. Salary is commensurate with experience, and includes an excellent benefits package. The start date is as soon as possible after the close date or negotiable.

For full consideration, create your candidate profile at http://jobs.illinois.edu and upload a cover letter, resume and contact information for three professional references by March 14, 2016. Please contact a staff member of Campus Recreation at dcr-humanresources@illinois.edu with any questions you may have.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

*Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with a disability, or criminal conviction history. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity.*

([www.inclusiveillinois.illinois.edu](http://www.inclusiveillinois.illinois.edu)).