## POSITION DESCRIPTION

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<th>Incumbent:</th>
<th>Hire Date:</th>
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<th>Classification: Pre-Professional Graduate Assistant; 50%, 9 months.</th>
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<tr>
<th>Organizational Relationships:</th>
<th>Department:</th>
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<td>Campus Recreation</td>
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<tr>
<th>Crew/Home Org:</th>
<th>Exempt Status:</th>
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<th>C-FOAPAL:</th>
<th>Date of PD: December 2016</th>
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## JOB SUMMARY:
Assist in the development of Aquatics student staff and Learn-To-Swim program. Oversee the daily operations of the Aquatics Program including but not limited to scheduling, lifeguarding, supervising, training and risk management.

## DUTIES & RESPONSIBILITIES: 75%
- Help develop, update, know and implement Aquatics policies and manuals.
- Recruit, hire, train, and evaluate all Aquatics staff.
- Assist with programming and scheduling of the Learn-To-Swim Program, Aquatics Sports Clubs, Birthday Parties and other Aquatic events.
- Assist with the development and implementation of Aquatics programs and staff schedules.
- Maintain a balanced office hour schedule and Aquatics evaluation schedule that may take place after regular office hours.
- Attend all Aquatics staff meetings.
- Ensure all staff remain up-to-date in certifications.
- Provide response to customer service inquiries specific to the Aquatics programs.

## ADDITIONAL RESPONSIBILITIES: 25%

**A. Supervisory Controls 20%**
- Reports to the Aquatics Coordinator who reports to the Assistant Director of Aquatics, Facility Scheduling and Event Services
- Assists in the supervision of approximately 100 Aquatics staff.

**B. Guidelines 5%**
- Adhere to and maintain divisional performance criteria at a satisfactory level; maintain current certifications.
- Assist with other Campus Recreation programs as needed.
- State and Regional Conference travel opportunities.
- Opportunities to participate in departmental committees.
• Opportunities to work in different areas of Campus Recreation to broaden recreational learning and experience.
• Maintain current certifications in Lifeguard Training with CPR/AED/First Aid for lifeguards, health care providers, or equivalent and Blood Borne Pathogen for lifeguards or equivalent.
• Ability to obtain American Red Cross Lifeguard Instructor certification by end of the first semester.
• Ability to obtain American Red Cross Water Safety Instructor certification by end of the first semester.

PERSONAL RELATIONSHIPS:
A. Personal Contacts
• Professional Staff: Daily interaction with professional staff within Campus Recreation, the Division of Student Affairs and various other members of the University of Illinois.
• Student Staff: Supervisory responsibilities for Aquatics Staff; interactions with members of the entire Campus Recreation student staff.
• Patrons: Daily interactions with Campus Recreation, University and community members.

KNOWLEDGE REQUIRED:
• Must have lifeguard and swim instructor experience, preferably with management experience of lifeguard staff and learn-to-swim program. Should have the ability to teach swimming classes to varied ages of patrons.
• Must have a Bachelor’s degree, preferably in Recreation, Sports and Tourism, Kinesiology, Community Health, or Education. Applicants must be accepted to the University of Illinois. To receive a tuition and fee waiver, applicants must be enrolled in the College of Applied Health Sciences department of Recreation Sport and Tourism.

MINIMUM WORK REQUIREMENTS:
• Must 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.
• Position requires flexible work schedule, including evenings and weekends as necessary.