

I ILLINOIS

Campus Recreation

POSITION DESCRIPTION

POSITION: AQUATICS GRADUATE ASSISTANT

JOB SUMMARY:

Assist in the management and 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. The secondary purpose of this position is to provide development opportunities to the incumbent which could include special projects and/or assignments.

ORGANIZATIONAL RELATIONSHIPS:

Director
Associate Director of Programs
Assistant Director of Events and Aquatics
Aquatics Coordinator
Aquatics Graduate Assistant
Part-time Staff

DUTIES & RESPONSIBILITIES:

Aquatics Operations & Administration

- Assist with the daily management and programming efforts for (3) pools located within Activities and Recreation Center (ARC) and Campus Recreation Center East (CRCE) facilities – (1) outdoor 50M pool, (1) indoor Olympic-sized competition pool, and (1) indoor leisure pool & spa
- Continually develop, update, and implement aquatics policies and operating manuals
- Assist with programming and scheduling of the Learn-To-Swim Program (upwards of 1,000 annual adult & child participants), (6) aquatics sport clubs, birthday parties, American Red Cross safety programs, and other aquatics events
- Assist with the coordination and execution of aquatics in-services, student payroll, staff on-boarding procedures, programs, and staff schedules
- Maintain a balanced office hour schedule and aquatics evaluation schedule that may take place after regular office hours
- Collaborate with lead aquatics staff on budget planning, equipment purchasing, training plans, staff incentive programs, staff disciplinary actions, program offerings, and maintenance repairs
- Attend all aquatics staff meetings, orchestrate audit team activities, lead monthly head lifeguard in-services
- Ensure all staff remain compliant with necessary certifications and arrange certification courses
- Provide timely response to customer service inquiries specific to the aquatics programs
- Perform data collections and assessments of aquatics programs and facility usage to advise departmental decision-making
- Must maintain compliance with state codes and national standards including Illinois Department of Health bathing codes, *National Swimming Pool Foundation* guidelines for operating pools and spas, and the Americans with Disabilities Act guidelines regarding accessibility of recreation and pool facilities

Student Development and Supervision

- Recruit, motivate, hire, train, mentor, and evaluate all aquatics staff [approximately (65) lifeguards, (15) head lifeguards, (40) swim instructors, (6) audit team members, and (6) student coordinators]
- Assist in the supervision and continued development of the entire Aquatics student staff
- Serve as liaison between professional and student staff with efforts focused on communication of department initiatives and training staff performance and efficiencies
- Serve on a committee responsible for planning Student Staff Appreciation, Staff Olympics, and the End of Year Celebration

Developmental Opportunities

- Adhere to and maintain divisional performance criteria at a satisfactory level; maintain current certifications
- Collaborate with other Campus Recreation units as needed to execute array of programming efforts for diverse participants
- Conference and professional development travel participations [state and regional annually, national during second year of assistantship]
- Opportunities to work in different areas of Campus Recreation to broaden recreational learning experience and serve on departmental committees
- Based on applicant's desired interest areas, can be flexible creating leadership roles and working opportunities within aquatics program
- Participation in departmental committees

KNOWLEDGE, SKILLS, & ABILITIES:

- Demonstrate excellent written, phone, and in-person communication
- Ability to learn and perform job duties using *Microsoft Office*, *Connect2 Concepts*, and *CSI Spectrum Software*
- Knowledge of facility procedures and emergency action plan

CERTIFICATIONS:

- Maintain current certifications in American Red Cross Lifeguard Training with CPR/AED/First Aid and Blood Borne Pathogen for lifeguards or equivalent
- Possess or have ability to obtain American Red Cross Lifeguard Instructor certification by end of the first semester
- Possess or have ability to obtain American Red Cross Water Safety Instructor certification by end of the first semester
- Have opportunity to seek and obtain Certified Pool Operator license from National Swimming Pool Foundation during second year as graduate assistant

WORK ENVIRONMENTS/DEMANDS:

Physical Requirements

- Ability to lift 50 pounds

Work Requirements

- Position requires flexible work schedule, including evenings, weekends, and academic break periods as necessary

MINIMUM EDUCATION & EXPERIENCE:

- 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 participants and lead staff in-services
- Must have a Bachelor's degree. 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 (RST). Minimum qualifications for RST are as follows:
 - An upper division GPA from an accredited university of 3.0 or higher
 - A total on the GRE math and verbal sections of 300 or better, with neither score below 145
 - A score of 3.5 or better on the written/analytic section of the GRE
 - For International students, a TOEFL score that meets UIUC requirements

APPLICATION INSTRUCTIONS:

- Email a resume, cover letter, and contact information for three professional references to Cherise Marks, Student Development Coordinator, Campus Recreation, University of Illinois at Urbana-Champaign at cherisem@illinois.edu by February 17, 2019.
- Cover letter or resume should indicate (yes or no) if you meet the minimum qualifications for graduate school admission.