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 Aquatics and Risk Management
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, university bloodborne pathogens standards, 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
• Bachelor’s Degree, preferably in Recreation, Sport, Tourism Management, Kinesiology, Community Health or Education.
• Acceptance into graduate school at the University of Illinois: https://grad.illinois.edu/admissions/apply/requirements

APPLICATION INSTRUCTIONS:
• Email a resume, cover letter, and contact information for three professional references to Mike Jones, Campus Recreation, University of Illinois at Urbana-Champaign at mj17@illinois.edu by February 28, 2020.
• Cover letter or resume should indicate (yes or no) if you meet the minimum qualifications for graduate school admission.