

**BGSU Recreation and Wellness
Student Employment Position Description**

Job Title: Aquatics Supervisor

- A. Main Purpose of the job:** Oversee various Aquatic programs and personnel.
- B. Primary responsibilities or key duties of the job (tasks performed regularly):**
1. Have working knowledge of lifeguard responsibilities.
 2. Ongoing review of day-to-day operations to provide input for the betterment of the program.
 3. Plan and implement monthly in-service trainings.
 4. Oversee various aspects of the Learn to Swim program.
 5. Develop training materials on motivation and leadership for Crew Chiefs.
 6. Hire, train, and schedule Aquatic staff members.
 7. Complete and oversee the substitution process.
 8. Serve on Recreation and Wellness Student Employee Board (SEB).
 9. Promote the mission of Recreation and Wellness.
- C. Additional duties (tasks performed occasionally):**
1. Administer monthly staff meetings.
 2. Oversee facility cleanliness.
 3. Administer mentor forms and peer evaluations and conduct follow up.
 4. Perform other duties as required by the professional staff.
 5. May be required to work special events outside regular operation hours.
- D. Basic Qualifications:**
1. Lifeguard Instructor (LGI).
 2. Certified in CPR, First Aid, AED.
 3. Complete Preventing Sexual Harassment and Bloodborne Pathogens training.
 4. Strong communication skills.
 5. Strong leadership skills.
 6. Preferred 2.5 GPA.
- E. Additional Information:**
1. Student Supervisor works up to ten (10) hours per week.