

Student Internship Position Description Aquatics

Position Summary

The purpose of this position is to assist with the operation and implementation of the Aquatics Program for the Recreation and Wellness Department including swim meets, Learn to Swim, Health and Safety, and staffing.

Essential Duties, Tasks and Abilities

- Assist in the development, implementation, and marketing of both the Learn-to-Swim and Health & Safety Programs for campus and community members.
- Hold monthly meetings with student employees.
- Work with Administrative Assistant to maintain and coordinate student employee files.
- Supervise, hire, and train aquatic employees (approximately 35 students).
- Work in conjunction with the Aquatic Graduate Assistant and Student Supervisor.
- Provide supervision for various swimming venues that occur throughout the year.
- Regularly maintain and evaluate the knowledge and skills of all Aquatic employees.
- Promote goodwill among all participants by establishing a friendly and responsive climate for exchange of purpose and information.
- Responsible for maintaining a safe environment both physically and emotionally for the participants.
- All other duties as assigned by supervisor.

Provide other duties as needed, including:

- Attend staff training to be held the week before camp begins.
- Attend regularly scheduled meetings.
- Maintain positive relations and rapport with participants and parents.
- Respond to questions regarding Aquatic business.
- Monitor and record attendance numbers in the aquatic areas.
- Monitor, maintain, and order all CPR and First Aid supplies throughout the building.
- Dispose of biohazard materials to the Student Health Center.
- All other duties assigned by your supervisor.

Knowledge, Skills and Abilities

- LGI certification (preferred or willing to obtain).
- Certified in Lifeguard Training, CPR-PR with AED, and Standard First Aid.
- Complete the BGSU's Bloodborne Pathogen and Preventing Sexual Harassment training.
- Strong customer service skills including interpersonal and presentation abilities.
- Attention to detail.
- Excellent marketing and computer software skills
- Higher education experience (preferred).
- Preferred 3.0 GPA.

Stipend

- Stipend available.