

## Graduate Assistant: Aquatics

### Purpose

The purpose of this position is to assist with Aquatics Operations and Programming in the Recreation and Wellness Department. Key areas and programs include Swim Meet Management and Rentals, Learn-to-Swim, Health & Safety, and Aquatics Staff Management. This individual also supervises multiple Student Supervisors for the Aquatics and Youth and Family areas.

### Key Duties

- Aquatics staff management which includes supervising, hiring, training, scheduling, approving payroll and providing discipline for aquatics employees (approximately 35 students).
- Fill in as lifeguard when student employee is unable to work scheduled shift or during unassigned shifts.
- Maintain and coordinate student employee files (certification expirations, etc.).
- Supervise Student Supervisor(s) in the aquatics and youth & family programs.
- Use recreation software to create events or programming and to run various reports.
- Respond to calls and emails regarding Aquatic business.
- Provide supervision for various events throughout the year including events on the weekends or in the evenings.
- Assist in pool chemical testing and upkeep and with various pool maintenance.
- Hold monthly in-service trainings.
- Inventory, inspect, maintain, and order all First Aid supplies throughout the SRC and PFH.
- Assist in the development, implementation, and marketing of both the Learn-to-Swim and Health & Safety Programs for campus and community members.
- Contribute to providing and maintaining a safe environment both physically and emotionally for all employees.
- Assist with Youth and Family programming as needed.
- Develop and maintain aquatic operational reports in Connect2Concepts or related system.
- Strong communication and customer service skills.
- All other duties as assigned by supervisor.

### Additional Responsibilities:

- Attend professional and student staff meetings.
- Read and understand Student Rec Center Policies and Procedures.
- Maintain and evaluate the knowledge and skills of all Aquatics employees through monthly in-service trainings.
- Oversee disposal of biohazard materials to the Student Recreation Center.

### Qualifications:

- Must be willing and able to work 20 hours a week.
- Currently enrolled at BGSU in HMSLS Graduate Degree program.
- Must hold current American Red Cross Lifeguard Certification or be willing to acquire within first month at position.
- Must hold current American Red Cross LGI (preferred or willing to obtain).
- Strong customer service skills including interpersonal and presentation abilities.
- Excellent attention to detail, marketing skills, and computer software skills.
- Ability to lift or move objects that weigh approximately 75 pounds.

<https://www.bgsu.edu/human-resources.html>

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**Perry Field House:** 801 N. Mercer RD, BG, OH 43403-0028

**Student Recreation Center:** 1411 Ridge RD, BG, OH 43403-0146

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