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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