

# **Aquatics and Safety Graduate Assistant**

## **Campus Recreation Department**

### **Stephen F. Austin State University**

#### **Summary:**

The Campus Recreation Department provides opportunities for the social, mental, and physical development of SFA students through fitness, wellness, and sport activities. The Aquatics and Safety Graduate Assistant creates, administers, and supervises the management of the indoor and outdoor pools and safety programming for students, faculty and staff.

#### **Responsibilities:**

- Hire, train, schedule, supervise and evaluate undergraduate student employees.
- Assist with organization and facilitation of in-service training for aquatic staff, update lifeguard manual and update pool policies and procedures.
- Assist with the development and management of aquatics programming for the department, including: learn to swim classes, stroke clinics, and pool and courtyard events.
- Assist with the development and management of safety programming for the department, including: red shirt drills, safety newsletter and safety quizzes.
- Assist with promotion and coordination with groups to use the Campus Recreation pool and courtyard facilities.
- Coordinate with departmental staff on operational management and schedule of the pool and courtyard facilities.
- Assist with the coordination and implementation of CPR/AED with First Aid classes for the department.
- Assist with the coordination of a comprehensive emergency action plan for all departmental programs.
- Collaborate with staff to ensure safety training is provided during all departmental and area specific trainings, as needed.
- Assist with the administration of the aquatics and safety budgets, purchases, equipment and revenue.
- Assist in the creation and management of the in-house training/certification of safety instructors and lifeguards.
- Serve as the supervising staff member on duty for the overall management of all staff, programs and campus recreation facilities on a rotating basis.
- Duties include an average of 20 hours per week.
- Serve on departmental, divisional and university committees as needed.
- Perform other duties as assigned by the Coordinator, Aquatics and Safety.

#### **Qualifications:**

*Required:* Bachelor's degree. Demonstrated management skills including strong interpersonal and organizational communication skills. Acceptance into a SFA graduate program. A valid Drivers License. Minimum one year of experience in aquatic facility management. Required certifications (or the ability to obtain within three months of hire) are: American Red Cross Lifeguarding and one or more of the following: American Red Cross Water Safety Instructor, American Red Cross Lifeguarding Instructor or American Red Cross Instructor Trainer.

*Preferred:* Bachelor's degree in Recreation, Physical Education, Kinesiology, Sport Management or a related field. Management experience within a campus recreation program. A desire to enter a recreation related field. Experience training lifeguards strongly preferred. Certified Pool Operator or Aquatic Facility Operator preferred. Knowledge of student learning and student development theories is strongly desired.

**Position Duration:** Nine month, renewable, at-will position; Average 20 hours per week, summer employment available, start date negotiable

**Compensation:** \$1,300/ month, health benefits available, out of state tuition waiver, professional development allowance

**Applications:** Please send resume and cover letters to the Director of SFA Campus Recreation.