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Developed by:.....SG
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, Aquatics
DIVISION: Student Affairs (Recreation Services)
REPORTS TO: Coordinator, Aquatics & the Director, Recreational Svs
GRADE: 8
SUPERVISES: Instructors and student employees

BASIC FUNCTION:

Assist the Coordinator of Aquatics in the administration, supervision, management and operation of the Tootell Aquatic Center (TAC) and related programs. Primarily responsible for the creation, implementation, supervision, and promotion of organized and informal aquatics-related programs and activities, and the development and coordination of the facility's schedule. Additional responsibilities include: supervision of part-time employees, teaching or facilitating classes and programs, guarding and assisting with TAC maintenance needs if necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop, promote, conduct and evaluate TAC programs to include, but not limited to, the following: learn-to-swim swimming lessons; fitness aquatics classes; Design-A-Program; private swim lessons; birthday parties. Assist the Coordinator by overseeing the Red Cross, Heart Association, in-house and other certification programs and related programs and activities designed to meet the needs of the entire University and surrounding communities.

Develop, promote, and administer the recruitment, selection, personnel files, and certification records for all aquatics staff. In conjunction with the Coordinator, be responsible for on-going staff development and training, scheduling, evaluations, payroll, and retention of a diverse staff which is associated with the recreation aquatic revenue generation program offerings, including, but not limited to, Learn-to-Swim instructors, private swim instructors, aquatic fitness instructors, Design-A-Program and informal aquatic-related program and special aquatic programs staff, as well as birthday party facilitators, office assistants, marketing and promotions staff, and student instructor leaders.

Establish and routinely update all aquatic employee manuals and training techniques for learn-to-swim instructors, birthday party facilitators, office assistants, marketing and promotions, and instructor/student leader positions.

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Oversee the Tootell Aquatics Center registration process for the learn-to-swim program, and for other aquatic-related programs, utilizing a computer registration software system.

Prepare an annual marketing/promotions plan for, but not limited to, the following: learn-to-swim program, birthday parties, private swim lessons, special aquatic events, First Aid, CPR, AED courses, Design-A-Program, WSI and Lifeguard courses. Actively seek outside marketing opportunities on campus and in the community. Collaborate with local newspapers to create marketing of all aquatic programs.

Assist in the overall supervision of the conduct of the pool, ensuring clean, efficient and hazard-free use and operation.

Maintain and update the aquatics students' resource Web page.

Participate in the development of programs, departmental objectives and long-range planning.

Procure equipment and supplies for all the learn-to-swim and informal aquatic-related programs and activities.

Develop and maintain a budget in collaboration with the Coordinator of Aquatics, for informal aquatics-related programs and activities.

Responsible for keeping up-to-date with industry trends as they relate to staffing and technology related to learn-to-swim aquatics programs and informal aquatic-related programs.

Communicate maintenance and risk management issues to the Coordinator of Aquatics.

Create portions of the Aquatics mid-year and end-of-year reports by maintaining, collecting and compiling statistical data regarding aquatics programs revenue generation via its programs and rentals, and by providing participation data and events usage pattern data, which will be used for future planning purposes.

May serve as liaison to American Red Cross, American Heart Association, and other agencies providing certification programs, ensuring the issuance of appropriate certificates, and that appropriate records are maintained.

Collaborate with the Coordinator of Aquatics to ensure that all swimming pools and related areas are operating above the minimum standards set forth by local, State and/or national agencies. Ensure that all risk management policies and practices are adhered to. Help ensure that all aquatics personnel are properly informed and prepared to implement the established emergency action plan.

Assist in the maintenance and evaluation of accurate records on pool utilization and swimming classes, of employee time sheets, time cards and payroll records.

OTHER DUTIES AND RESPONSIBILITIES:

Teach and/or facilitate classes and non-credit training as assigned.

Perform additional duties and responsibilities as assigned by the Coordinator of Aquatics and the Director of Recreational Services.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree; a minimum of one year of experience in swimming pool or waterfront teaching, operations and procedures, including supervisory experience (two years of graduate assistantship/internship work experience in collegiate aquatics acceptable); demonstrated strong interpersonal skills and ability to communicate effectively both orally and in writing. Must possess and maintain a valid certificate and authorization as an American Red Cross Water Safety Instructor; CPR for adult, infant, and child; AED and First Aid. Must hold or acquire within the first year of being hired, the Water Safety Instructor Trainer certificate needed for this position. This position may require evening and weekend responsibilities.

Preferred: Certification as a Water Safety Instructor Trainer, First Aid/CPR/AED instructor and trainer, lifeguard training instructor and trainer, Arthritis Foundation Aquatic Program Instructor (or other fitness program), certified pool operator, and computer literacy.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.