Aquatic Program Assistant
University Recreation
NC State University

The mission of University Recreation is to inspire a culture of wellness by providing quality, innovative and inclusive collegiate recreation programs, services and facilities that promote healthy, active lifestyles to enhance student success.

University Recreation commits to foster a learning environment for our student employees that cultivate the skills of ethical reasoning, critical thinking, teamwork, initiative and professionalism. Programs and facilities are student run with professional coaching. The goal is to help develop student’s transferable skills and create a supportive and challenging environment for them to succeed in and out of the classroom.

University Recreation is seeking enthusiastic students to lead student staff by supervising operations, programs and maintenance of the Aquatic Center.

Responsibilities

- Provide instruction for swimming and/or Lifeguard Certification classes for children, youth, adults or other lifeguards
- Assist the Aquatic Managers and Lifeguards with supervision of operations, programs and maintenance
- Assist with the inventory, research and development of aquatics facility and equipment needs
- Coordinate rental group and HES reservations
- Assist with planning and hosting special events
- Keep accurate records of maintenance tasks
- Provide supervision of the instructional programs, operations and maintenance
- Coordinate aquatics programming
- Assist with sales and registration procedures
- Create pre and post budgets for aquatics programs
- Input course records and manage certifications
- Understand and enforce University Recreation and Area Specific policies and guidelines
- Knowledge and implementation of Emergency Action Plan
- Design and facilitate required trainings
- Develop professional relationships with co-workers, participants and guests
- Hire, train, evaluate and supervise area team
- Create staff schedules
- Utilize software and databases including RecTrac, EMS, SubItUp and BECsys
- Uphold and exceed the expectations of University Recreation: ethical reasoning, critical thinking, teamwork, initiative and professionalism
- Assist as needed in all required departmental functions

Department Required Skills

- Demonstrated ability to lead and supervise a team
- Effective interpersonal communication skills and presentation skills
- Commitment to customer service
- Demonstrate integrity, ethics and commitment to diversity and inclusion
- Maintain clean, appropriate and professional attire
- Commitment to promoting healthy, active lifestyles
• Encouraged to participate in student professional development opportunities

Qualifications & Certifications
• Current full-time NC State student
• Minimum 2.5 GPA
• Current American Red Cross Lifeguarding, First Aid, CPR and AED certification
• Current American Red Cross Water Safety Instructor and/or Lifeguarding Instructor Certification
• Ability to perform all requirements of a lifeguard, manager and instructor

AA/EOE
NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran. Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919.515.3148.

Final candidates are subject to criminal & Sex offender background checks. Some vacancies also require credit or motor vehicle checks. NC State University participates in E-Verify. Federal Law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

For More Information
• University Recreation Website, recreation.ncsu.edu

Reports to the Assistant Director, Aquatics