Aquatics Program Assistant

Application Instructions: UNH Students: Please apply via Handshake. The direct application link can be found on the UNH Campus Recreation website under the “Employment” tab. Non-UNH Applicants: Please send an updated resume and cover letter to Ned Harvey (Ned.Harvey@unh.edu).

Summary of Position: Under the direction of the UNH Aquatic Coordinator, these positions are to help run the Aquatics department. This candidate is required to work a flexible schedule, which can include early morning, evening, and weekend hours.

Open Program Assistant options for the 2020-2021 Academic Year:
- Swim Lesson Coordinator
- Lifeguard Coordinator

Minimum Qualifications Lifeguard Focus:
- American Red Cross Lifeguard/First Aid/CPR and AED certified
- American Red Cross LGI Certification (Preferred)

Minimum Qualifications Swim Lesson Focus:
- Current American Red Cross Certification: CPR for the Professional Rescuer
- Current American Red Cross Certification: Water Safety Instructor (Preferred)

Expected Hours: These positions can include up to 20 hours per week of supervisory, administrative, and instructor responsibilities. Must be flexible to work mornings, days, nights, and weekends when needed.

Rate of pay: $13-16/hr.

Supervisor: Ned Harvey – Coordinator of Aquatics

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:
- All candidates must possess strong problem-solving skills, a great work ethic, a high level of professionalism, and a commitment to the University and their fellow Team Members on the staff.
- Ability to work well with students and children of a variety of ages and skill levels.
- Ability to follow routine verbal and written instructions.
- Ability to work both independently and in a team environment.
- Thorough knowledge and application of lifeguarding, swimming, and water safety skills.
- Decision making and communication skills.
- Present professional appearance and positive attitude always and maintain a high standard of customer service.

DUTIES AND RESPONSIBILITIES:
- Assist the Aquatics Coordinator with conduct performance appraisals, rewards and discipline for the Aquatics staff.
- Responsible for the management and leadership of the departmental trainings and schedules including approximately 2 hours of formal in-service trainings monthly with staff.
• Monitor and manage updates of all required and suggested staff certifications (Red Cross, Lifeguarding, CPR, WSI, etc.).
• Be familiar and have experience with American Red Cross Lifeguarding and or Learn-to-Swim levels and other Red Cross water safety courses. Know how to use course materials effectively.
• Adapt teaching approaches to the age, experience, and ability of participants.
• Communicate regularly with staff and or participants and their parents/guardian, as appropriate, to ensure they are aware of progress.
• Assist in the hiring of new lifeguards and swim instructors
• Assist in addressing complaints and resolving problems and concerns among staff, members, and the facility.
• Make daily deposits when necessary and make sure copies of daily sheets and deposits don’t run out.
• Make sure the deposit bag has low bills
• Assist other PA’s in general pool maintenance such as chemical checks, staff semester scheduling, staff coverage, and overall staff morale.
• Teach Lifeguard Classes or swim lessons when needed for staff and community members.
• Maintain safety equipment and facility cleanliness for participant safety.
• Follows and helps to enforce all applicable departmental safety rules and procedures.
• Other duties as assigned.

Certifications and Trainings:
• Required to pass the Campus Recreation Applied Leadership Course
• Must be able to maintain current certifications for Lifeguard, First Aid, CPR, AED, and Campus recreation Risk Management, Bloodborne Pathogens, and Protection of Minors training.
• Attendance is required at all department-wide and program specific trainings provided at the beginning of each semester.

Typical Hiring Timeline: Program Assistants are hired during the Spring Semester for a Fall Semester start. However, additional hiring may occur during the year based on needs.

About Campus Recreation: Campus Recreation at the University of New Hampshire strives to provide extraordinary recreational programs and services that enhance a healthy lifestyle for thousands of participants. UNH Campus Recreation relies upon 250 student staff members to ensure that every participant has a positive and safe experience. The goal of employment with UNH Campus Recreation is that student employees have a developmental work experience that provides staff with skills that can be carried into their professional careers.

UNH Human Resources: The University System of New Hampshire is an Equal Opportunity/Equal Access/Affirmative Action employer. The University System is committed to creating an environment that values and supports diversity and inclusiveness across our campus communities and encourages applications from qualified individuals who will help us achieve this mission. The University System prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Application by members of all underrepresented groups is encouraged. Hiring is contingent upon eligibility to work in the U.S.