Program Assistant- Lifeguard Coordinator

Summary of Position: Under the direction of the UNH Aquatic Coordinator, this position is primarily responsible for the management and operation of the Lifeguard staff. This candidate is required to work a flexible schedule, which can include early morning, evening, and weekend hours.

Minimum Qualifications:
- Lifeguard/First Aid/CPR and AED certified
- Possess the ability to provide excellent customer service and have past leadership experience.
- 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.

Expected Hours: This position can include up to 10-15 hours per week of supervisory, administrative, and instructor responsibilities. Must be flexible to work days, nights, and weekends when needed.

Rate of pay: $12-16/hr

Supervisor: Ned Harvey – Coordinator of Aquatics

DUTIES AND RESPONSIBILITIES:

- Responsible for the management and leadership of the lifeguard trainings and schedules including approximately 2 hours of formal in-service trainings monthly with staff.
- Assist the Aquatics Coordinator with conduct performance appraisals, rewards and discipline for the lifeguard staff.
- Monitor and manage updates of all required and suggested staff certifications (Red Cross, Lifeguarding, CPR, WSI, etc.).
- Assist in the hiring of new instructors and trainers during the demo and orientation process for new fitness 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 when needed for staff and external groups.
- Maintain safety equipment and facility cleanliness for participant safety.
- Follows and helps to enforce all applicable safety rules and procedures.
- Ability to work as part of a team.
- Other duties as assigned.

Certifications and Trainings:
- Must be able to maintain current certifications for Lifeguard, First Aid, CPR, and AED.
- Must be able to attend Departmental Risk management trainings and Applied Leadership Course.
- Must be able to attend department-wide and program specific trainings provided at the beginning of each semester.
**Typical Hiring Timeline:** Lifeguard Coordinators are hired during Spring Semester for a Fall Semester start. However, additional hiring may occur during the year based on needs.

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**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.