Program Assistant- Scheduling Coordinator

Summary of Position: Under the direction of the UNH Aquatic Coordinator, this position is primarily responsible for the Scheduling of Lifeguards, supervisors and assisting in the scheduling of group swim lessons. This candidate is required to work a flexible schedule.

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 hours per week of supervisory, administrative 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 and swim instructor schedules each semester.
- Assist the Aquatics Coordinator with conduct performance appraisals, rewards and discipline for all aquatics staff.
- Assist in addressing complaints and resolving problems and concerns among staff, members, and the facility.
- Make daily deposits when necessary and making sure copies of daily sheets and deposits don’t run out.
- Make sure the start bank has low bills
- Assist other PA’s in general pool maintenance such as cleanliness, chemical checks, staff shift coverage, and overall staff morale.
- 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 the Campus Recreation Applied Leadership Course.
- Must be able to attend department-wide and program specific trainings provided at the beginning of each semester.

Typical Hiring Timeline: Scheduling Coordinators are hired during 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.