

**Southern Illinois University Edwardsville
Student Affairs
Campus Recreation**

**POSITION DESCRIPTION
JOB ANALYSIS**

Title/Rank: Graduate Assistant (Recreational Sports Programming-Aquatics)

Purpose:

Provide assistance in the operation and coordination of all aquatics programs. The Graduate Assistant (Aquatics) will assist with training, evaluating, supervising and operation of the SIUE Vadalabene Center Indoor Pool. Must recruit, hire, train, certify and schedule lifeguards. The Graduate Assistant (Aquatics) will also organize and conduct swim lessons and other aquatic programs. Other responsibilities include, but are not limited to: marketing and promoting programs, policy development, equipment management, and ensuring that the program complies with all applicable health and safety codes and standards. By improving the quality of service provided and the quantity of program offerings, the position will benefit the participants in the Aquatics programs. Additionally, the position will improve the collaborative relationships with other departments that sponsor campus-wide special events.

Organizational Relationship:

The Graduate Assistant (Aquatics) reports to the Assistant Director of Recreational Programs, who reports to the Director of Campus Recreation, who reports to the Vice Chancellor of Student Affairs.

Duties & Responsibilities:

1. Assume the responsibilities of assisting in the planning, development and implementation of all Aquatic programs at the Vadalabene Indoor Pool.
2. Assume additional responsibilities of the Assistant Director of Recreational Programs when he or she is not on duty.
3. Develop a thorough knowledge and understanding of all departmental policies, guidelines and procedures.
4. Assist in the training, evaluating and hiring of all student staff lifeguards.
5. Assist in the scheduling of all student Lifeguards and Swim Instructors.
6. Serve as a public relations figure between recreational Aquatic participants by providing accurate information on the programs and the Department of Campus Recreation.

7. Provide reports, statistics and other necessary forms for programs on activities as needed.
8. Maintain current Lifeguard, First Aid and CPR certification during the period of employment.
9. Provide assistance with departmental sponsored Special Events.
10. Serve on committees as requested.
11. Be available for evening and weekend work as needed.
12. Perform other needed and related duties as assigned.

Knowledge Required for the Position:

The Graduate Assistant (Aquatics) must have an understanding of the Student Affairs Philosophy as it relates to the provision of Aquatic recreational and leisure services to a university community. Both oral and written communication skills are necessary to effectively interact with Aquatic participants, facility patrons and the program staff. The Graduate Assistant must possess knowledge of Aquatics profession and exhibit good management and supervisory skills. This individual must also possess knowledge about facility scheduling and have experience in Swim Lesson programs and pool operations. A Bachelor's Degree in Recreation, Sports Management, Leisure Studies, Physical Education or closely related field is required. Lifeguard, CPR and First Aid received from an internationally recognized and safety organization should be maintained.

Responsibilities:

The Graduate Assistant (Aquatics) has responsibility for providing coordination, supervision, organization and evaluation for all Aquatic activities and programs. The Graduate Assistant will also assist with Lifeguard Certification Courses and Lifeguard In-services as necessary. In addition, the Graduate Assistant will act as a role model for all recreational Aquatic participants, as well as the program student staff.

Supervisory:

The Graduate Assistant (Aquatics) has responsibility assisting with the supervision of all recreational Aquatic programs and activities ran by the Campus Recreation Programming staff. This person will also assist in the supervision of all Lifeguard staff. This person will also assist the Assistant Director of Recreational Programs in supervising the departmental risk management program.

Guidelines:

The Graduate Assistant (Aquatics) must adhere to all established University Policies and Procedures; adhere to all Civil Service and Professional Staff regulations and the provisions of negotiated and approved labor contracts; and adhere to and enforce all approved policies and procedures of Campus Recreation.

Difficulty:

Complexity

The Graduate Assistant (Aquatics) must have an understanding of the principles of customer service, Aquatic programming and Facility operation, and able to communicate effectively with participants, guests, staff and others from varied cultures. The Graduate Assistant must also stay attuned to established guidelines for providing a safe and enjoyable Aquatic environment for participants, guests and staff.

Scope & Effect

The Graduate Assistant (Aquatics) plays a very important role in the total administration of all recreational Aquatic programs. These responsibilities have a direct effect on the education and health of university students, faculty, and staff; as well as their family members and the members of the surrounding community.

Personal Relationships:

Personal Contacts

The operation of services provided by Campus Recreation requires that the Graduate Assistant (Aquatics) maintain daily contact with students, faculty, staff, administrators, alumni, family and community members. This person must work well with administrators, professionals and student staffs, as well as the facility membership we serve.

Purpose

The purpose of this job analysis is to insure the delivery of quality leisure and fitness services across the spectrum of the University community.

Environmental Demands:

Physical Requirements

The position requires a general level of physical fitness.

Work Environment

The work environment is professional and pleasant. Responsibilities require that the Graduate Assistant (Aquatics) be able to work with frequent interruptions in a fast-paced professional environment, doing so under pressure. Programs may require supervision during times of inclement weather. Morning and/or evening work is required to supervise programs, activities and facilities and maintain adequate contact with participants and staff. Some weekends will be required.

Graduate Assistant's Signature: _____

Typed or Printed Name: _____

Date: _____

Assistant Director's Signature: _____