

**Aquatics Program Assistant
Wellness and Recreation
NC State University**

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

Wellness and 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.

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

Responsibilities

- Assist the Coordinator in overseeing the operation, programs and maintenance of the aquatic facility
- Provide leadership to the lifeguard supervisors, lifeguards and swim instructors through the design and facilitation of trainings and development
- Ensure a positive and inclusive environment for all groups and users through the supervision and management of aquatic staff and programs
- Assist the Aquatic Supervisors and Lifeguards with supervision of day-to-day operations, programs and maintenance
- Coordinate events, programing and staff scheduling for internal and external reservations
- Assist with inventory and research facility and equipment needs
- Keep accurate records of certifications, swim lesson programming and facility logs
- Plan and prepare aquatics programming and special events
- Coordinate with member services for registration for aquatic programming
- Input course records and manage certifications
- Understand and enforce Wellness and Recreation and area specific policies and guidelines
- Knowledge and implementation of emergency action plan
- Develop professional relationships with co-workers, participants and guests
- Assist in hiring, training, and evaluating new and current aquatic staff members
- Utilize software and databases including RecTrac, EMS, WhenToWork, Appointment Plus and BECsys
- Uphold and exceed the expectations of Wellness and 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

- Current Wellness and Recreation student employee
- Minimum 2.5 GPA
- Current American Red Cross Lifeguard certification and/or American Red Cross CPR for Professional Rescuer certification
- Current American Red Cross Water Safety Instructor and/or Lifeguarding Instructor Certification
- Ability to perform all requirements of a lifeguard, lifeguard supervisor and/or swim 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 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 and 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

Wellness and Recreation Website, wellrec.ncsu.edu

Reports to the Coordinator, Aquatics