



Job Description - Aquatics & Safety Internship

JOB SUMMARY

The fieldwork student will assist the Assistant Director and Graduate Assistant with operations of the Aquatics & Safety. The following is a list of responsibilities for Aquatic & Safety that the fieldwork student/intern will assist in:

PROGRAMMING

- Actively promote the Aquatics & Safety program.
- Coordinate special event(s)
- Maintain a Social Media Sites
- Develop flyers and coordinate distribution.
- Maintain correspondence with student participants
- Assist in running trainings, orientations and in-services
- Assist in recruiting and hiring of future Aquatics & Safety staff (lifeguards, swim instructors and lifeguard instructors)

FACILITY MANAGEMENT

- Assist in the facility supervision of the Student Recreation Center Natatorium and Aqua Sports Center
- Report maintenance problems through proper channels
- Evaluate, implement and maintain Risk Management plan
- Assist with facility policy and procedure development and revisions

INTERNSHIP COMPETENCIES

- Multiple team projects that involve research, analysis, problem solving, presentations, as well as receiving and implementing constructive feedback.
- Five aspects of program design including: safety, budgeting, personnel, scheduling and assessments.
- Individual mentoring from Campus Recreation recreational professionals.

ADMINISTRATIVE

- Maintain Aquatics & Safety equipment inventory
- Assist with income projection and budget development

PROFESSIONAL DEVELOPMENT

- Become certified in CPR/First Aid/AED, Lifeguard or higher.

TERMS OF EMPLOYMENT

- Non-paid position
- Available to work evenings and weekends
- Work less than 39 hours per week (not to exceed 40 hours in any one-week period)
- Hold office hours, participate in project meetings, and complete other duties as assigned