



## Position Description Aquatics Student Coordinator

The Aquatics Coordinator assists the Assistant Director with supervision and management of the Aquatics area and programs. The coordinator will assist with program planning and management, facility management and student staff. The coordinator is also responsible for ensuring the safety of facility patrons by preventing and responding to emergencies.

### Responsibilities

- Assist with the supervision of the Aquatics facility and student staff.
- Assist with day-to-day operations of the aquatics area within Campus Recreation.
- Assist with the planning and administration of staff meetings, in-service and training sessions.
- Assist with the planning and administration of programs and services.
- Work a minimum of one shift per week as a Head Guard.
- Respond in a professional and prudent manner during an emergency situation.
- Uphold all risk management policies and procedures as outlined in the Campus Recreation and Aquatics Staff Manuals.
- Provide emergency care and treatment as required until the arrival of EMS.
- Oversee customer service, patron safety, equipment check-out, equipment maintenance, and routine cleaning and upkeep of the aquatics areas.
- Prepare and maintain appropriate activity reports.
- Assign tasks in order to facilitate patron safety.
- Uphold and enforce departmental and program area policies and procedures.
- Assist the Assistant Director in the administration of lifeguard skill checks and red shirt drills.
- Assist with at least one staff evaluation/week for discussion during the weekly head guard meeting.
- Complete required forms completely and legibly.
- Performs other duties, within the scope of the position, as assigned.

### Expectations

- Demonstrate positive leadership qualities.
- Presents a professional appearance and attitude.
- Maintains a high standard of customer service.
- Leads by example.
- Demonstrate strong initiative.
- Demonstrates an understanding of diversity.
- Acts an ambassador for Campus Recreation both at work and away.

### Minimum Qualifications

- Enrolled in classes at UTSA and a 2.25 GPA.
- Lifeguarding, CPR for the Professional Rescuer, First Aid Certifications.
- Previous experience and a staff member at the UTSA aquatic facility.
- Pass the UTSA Aquatics staff skills test.
- The ability to be a leader.
- The ability to make professional decisions for everyday and in emergency situations.

### Working Conditions

- Maximum hours allowed per week are 19 (average 15).
- Work will take place at the 1604 Campus.
- Work shifts include morning, afternoon, evening and weekend hours. Some holidays.

### Pay Rate

- Starting pay: \$9.00/hour