



Aquatics – Graduate Assistant I

Description:

The Department of Physical Education, Recreation, and Dance is currently seeking one Graduate Assistant in Aquatics to assist the Manager and Assistant Manager of Aquatics with the management and execution of pool operations and aquatic programming at the Boston University Aquatic Center within the Fitness and Recreation Center.

Graduate Assistant will be required to routinely work one weekend day to supervise programming. Other weekend hours and some evenings will also be required. The regular schedule will be 20 hours/week.

The position is renewable for a second year contingent upon the satisfactory performance of the individual during the first year.

Responsibilities may include but are not limited to:

- Hire, train, and supervise staff (lifeguards and instructors)
- Communicate, organize, and schedule lifeguard staff and family recreation programming
- Supervise and evaluate children's swim lessons
- Teach aquatic classes, including PE, Family Rec, and Non-Credit classes
- Assist with the creation and promotion of new classes and programs
- Assist with event management
- Assist the Manager and Assistant Manager of Aquatics with any other assigned duties
- Assist with risk management of all aquatic operations.

Minimum Qualifications:

- Bachelor's degree in any field
- Current certification in American Red Cross Lifeguarding/First Aid/CPR/AED, and Water Safety Instructor
- Minimum three years of experience lifeguarding and swim instruction
- Experience teaching adults as well as children
- Excellent customer service and communication skills required
- Must be extremely well organized and able to effectively manage a number of projects simultaneously
- Must be accepted into a graduate degree program at Boston University

Preferred Qualifications:

- Bachelor's degree in a recreation field
- Current certification as an American Red Cross Lifeguard Instructor
- Current Certified Pool Operator credentials
- Five years of lifeguarding and swim instructor experience, including work experience at indoor aquatic facilities
- Two years of experience in a supervisory role (e.g. head lifeguard, pool manager)
- Experience supervising a college-age population
- Experience using Hy-Tek Meet Manager software and Colorado Timing Systems

Application Process:

Interested applicants should submit a resume, cover letter and two professional letters of recommendation to:

Colleen Cleary

Manager of Aquatics

cleary13@bu.edu | 617-353-0651

Please include information on your Boston University Graduate Degree application process in the application materials.
