

ASHLAND UNIVERSITY

RECREATIONAL SERVICES

Title: Aquatics and Youth Programs Intern *Summer 2020*

Employment Dates: May 18-August 14

I. Job Summary

The Summer Aquatics and Youth Programs Intern is responsible for all facets of the aquatic operations and programs, and youth programs over the course of the summer. The Aquatic and Youth Programs Intern will work closely with other Summer interns, the Assistant Director, Aquatics & Student Development to manage, program, and maintain all aquatic programs, facilities, and staffing concerns and the Assistant Director, Programs on youth programming.

II. Job Relationship

- Responsible to: Director of Recreational Services
- Supervised by: Assistant Director, Aquatics & Student Development; Assistant Director, Programs

III. Primary Responsibilities

Aquatics

Lifeguard Staffing

- Schedule lifeguards for regular shifts, as well as extended hours for rentals, birthday parties, and other reservations.
- Plan and carryout two inservices for lifeguards.
- Lifeguard a minimum of 25 hours per week (internship responsibilities can be completed simultaneously while not actively lifeguarding).

Learn to Swim

- Process registrations and maintain records for all Learn to Swim participants.
- Secure, train, and schedule Learn to Swim instructors based upon registration numbers and instructor availability—group, private, and semi-private lessons.
- Supervise all Learn to Swim group lessons, while serving as an instructor if needed.
- Ensure all records, progress reports, and attendance sheets are up to date for group and individual lessons.
- Work with Summer Marketing Intern on marketing efforts for Summer and Fall Learn to Swim Programs.
- Design, update, implement, or refine Learn to Swim program template, courses, lesson plans, and other materials.

Natatorium Operations

- With assistance from the Assistant Director, Aquatics & Student Development:
 - Drain, fill, and balance Whirlpool every other week.
 - Change filter baskets weekly.
 - Backwash as needed.
 - Additional maintenance procedures as needed.
- Evaluate and recommend improvements to natatorium cleaning checklists for lifeguards.
- Perform regular facility checks to ensure cleanliness and maintenance of deck, closets, office, and pump room.
- Maintain inventory and order supplies if necessary.

Additional Responsibilities

- Carry out or assist in instructing at least one lifeguard course at the beginning of the summer. Carry out or assist in instructing CPR/AED/FA Courses as needed.
- Promote the Department of Recreational Services both on and off campus.
- Evaluate and recommend modifications & procedural changes to the Employee Manual.
- Other duties as assigned.

Youth Programs

Summer camps

- Monitor summer camp activities and ensure that counselors have all materials necessary for each camp day.
- Update Class Dojo during summer camp activities with 2-3 posts per day to the class wall.
- Work with Lead Camp Counselor on preparing materials for weekly award ceremonies.
- Serve as a camp counselor (if necessary).

IV. Position Qualifications

- Standard First Aid, CPR, and AED certification current upon hire.
- Demonstrated leadership ability.
- Supervisory experience (preferred).
- Lifeguard Instructor (preferred).
- Knowledge of WhenToWork; Class Dojo (preferred).
- Must have prior authorization to work in the United States without employer sponsorship.

V. General

- Update WhenToWork with staff schedules and schedule alterations.
- Ensure proper communication of program facility usage with Director & Assistant Director of Aquatics & Student Development.
- Assist professional and student staff in various assigned functions; programming, operations, personnel and risk management, marketing, etc.
- Attend mandatory staff meetings and trainings.
- Maintain office hours as needed to complete requirements of the position, not to exceed 40 hours.

VI. Benefits

- Compensated hourly wage of \$9.70/hr for all hours worked (internship and facility employment).
- Rec Center summer membership.
- Option to take a full week of vacation.
- Potential to continue working until August 30, if schedule permits.
- Assistance in securing housing may be provided by department.
- Fully funded Certified Pool Operator certification.

Application Process

For full consideration, interested applicants should submit resume, cover letter and 3 references by March 8, 2020 to:

Recreational Services
Attn: Janel Molnar, Director
401 College Ave.
Ashland, OH 44805

E-mail to: jmolnar2@ashland.edu

Questions can be directed to Janel Molnar at jmolnar2@ashland.edu or 419.207.6172.