Now Hiring

Student Manager for Aquatics

Preference given to current Campus Recreation Student Employees

The Campus Recreation Department strives to meet the dynamic needs and interests of students by providing programs and services that promote positive physical and mental health, encourage lifetime interest in active, healthy lifestyles and provide student leadership opportunities that complement the academic experience.

As part of the Campus Recreation Department, this position will assist with the student-driven program and operational model at the Mashouf Wellness Center. The Mashouf Wellness Center is an exciting, state-of-the-art, 118,700 square-foot facility, supporting general wellbeing by providing recreation and wellness programs and activities for the SF State campus.

**Application Deadline:** Wednesday, February 14th, 2018

**To Apply:** As a department under the Dean of Students area, please complete the Common Application form below in OrgSync. Please prepare to spend 30-45 minutes completing the application. Additionally, we will ask for your cover letter and resume and the attached Staff Availability Sheet to be filled out and uploaded as part of your application.

Dean of Students - Common Application

- [https://orgsync.com/13745/forms/299921](https://orgsync.com/13745/forms/299921)

For more information about Campus Recreation:

[www.sfsu.edu/~recsport](http://www.sfsu.edu/~recsport)

Campus Recreation Department
San Francisco State University
Position Description
Student Manager for Aquatics

$13.50/hr.
10-13 hrs/wk

Purpose
The main responsibility of the Student Manager for Aquatics is to help oversee the operations and management of the Aquatics Program Area for the Mashouf Wellness Center (MWC). This position operates under the supervision of a full-time staff professional. Experience and knowledge of water-based life-saving techniques is essential to this position. This person also helps provide overall development and promotion of programs, and contributes to the overall goals and values of the Campus Recreation Department.

Duties and Responsibilities
1. Educate participants and staff on safe use of the Pool Area(s), and enforce program policies and procedures.
2. Assist in the hiring, scheduling, training, supervision, and leadership mentoring of a qualified and quality Aquatics Staff.
3. Review timesheets and provide payroll back up information.
4. Organize and conduct staff meetings and staff training with Lifeguard Staff.
5. Train Lifeguard Staff on all current responsibilities and expectations specific to our department/campus.
6. Maintain inventory of the equipment at the Pool and report when supplies are running low or when equipment needs repair or replacement.
7. Disseminate information about the Aquatics program, including hours, swim lessons, usage, and safety.
8. Seek feedback for improvement of the program from participants and staff, and implement changes that will result in a safe environment for all participants.
9. Maintain standardized risk management best practices and emergency procedures for your program area.
10. Provide a professional, welcoming, and inclusive environment for staff and participants.
11. Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
12. Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.

Qualifications
1. Previous leadership, coordination or management experience is required.
2. Must have previous Lifeguard experience; current Lifeguard Certification.
3. Strongly preferred: Lifeguard Instructor Certification or Water Safety Instruction Certification.
4. First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
5. Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
6. Employment may be dependent on passing a background check.
7. Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopier and telephones.
8. Demonstrated leadership skills including strong communication skills, and working in a team atmosphere.
9. Must be able to work independently without direct supervision on day to day tasks.