



## **Recreation & Wellness Aquatics Graduate Assistant**

### **Purpose**

The purpose of the Recreation & Wellness Aquatics Graduate Assistant is to assist the Coordinator of Aquatics with administrative responsibilities pertaining to the operations and programming of the J.C. Scrap Chandler Pool including, but not limited to, staffing, facility scheduling, and programming.

### **Responsibilities**

The general responsibilities of the GA will include, but not be limited to:

#### **Personnel Management**

- Serves as an official representative of the Recreation & Wellness Department during duty hours.
- Recruit, hire, train, supervise, schedule, and evaluate student employees.
- Assist with staff development through the development and implementation of new employee orientations, in-service trainings, safety audits and staff meetings
- Aid in the editing and maintaining of operational manuals to include customer service, staff development and employee expectations and responsibilities
- Facilitate employee incentive and appreciation program

#### **Facility Management**

- Track and maintain inventory of safety equipment, first aid supplies, event equipment, and recreational swim equipment
- Learn day to day operations of facility
- Serve as lifeguard when needed

#### **Program Management**

- Assist with evaluating and researching swim and safety programs to increase offerings
- Track and maintain all aquatic assessment; to include swim lesson and safety course registrants, patron usage, etc.
- Coordinate and collaborate with university peers for aquatic events to include dive in movies and others as requested
- Other duties as assigned

### **Qualifications**

- Bachelor's Degree in Recreation, Sport Management, or related field.
- Experience in Aquatics management or Programming
- Experience in employee supervision and staff training.
- Demonstrate strong leadership and organizational skills, and a strong work ethic.
- Possess good written and verbal communication skills.
- CPR, First Aid, and AED certification.
- Be a current certified lifeguard or be able to pass the course within 30 days of hiring
- Proficient with Word, Excel, and Publisher.

## Preferred Requirements

- Current American Red Cross Lifeguard and CPR/AED for the Professional Rescuer Certifications.
- Current American Red Cross Water Safety Instructor Certification.
- Current American Red Cross Lifeguard Instructor Certification.

## Knowledge and skills derived from experience

- Facility management.
- Inventory management.
- Programming and event management.
- Personnel management and student development.
- Risk management and emergency response.
- Customer service and relations.

## Preferred Academic Majors

Sports Management, Recreation Tourism Management, Exercise Science, Physical Education

## Hours and Wage

The GA position requires 20 hours per week on an established schedule that fits with the student's course demands, which will include weekdays, weeknights, weekends, and some holidays. A stipend of \$15,000 will be paid over the fall and spring semesters. There is a 61% tuition and fees waiver for eligible out-of-state students. A full tuition waiver will be offered for Ph.D. students. Funding for professional development opportunities is also provided. Summer employment will be available. Employment contract runs August 10, 2023 through May 9, 2024 and may be renewed for a second year based on performance evaluation.

## Department information

Office Website: [odu.edu/recwell](http://odu.edu/recwell)

Department Email: [recwell@odu.edu](mailto:recwell@odu.edu)

For More Information, Please Contact:

Lexi Ricciuti, Coordinator of Aquatics and Operations, 1207 Student Recreation Center, 757-683-4156, [aricciut@odu.edu](mailto:aricciut@odu.edu)

Position Reports to: Lexi Ricciuti

Application Process: Applications will be accepted through the following link until the position is filled: <https://form.jotform.com/203424681891156>

Preference will be given to applicants received by March 1, 2023. Requested information in the application link include your resume, three references, current GPA, and GRE score (or scheduled GRE date)

***NOTE: The application deadline for graduate academic programs may vary.***

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