



Graduate Assistant for Aquatics Position Description

The Graduate Assistant for Aquatics performs a significant role in the administration of the Aquatics Program. Under the supervision of the Aquatics full-time staff, the Graduate Assistant for Aquatics serves as a leader and liaison to Aquatics Managers, Lifeguards and other Aquatics personnel.

Responsibilities

1. Maintain and uphold the standards set forth in the Departmental Handbook, Aquatics Staff Manual and Aquatics Manager manuals.
2. Assist in the generation and monitoring of all aspects of the lifeguard schedule for the Ramsey Center Natatorium and Lake Herrick. Assist in the coordination of scheduling meetings as needed throughout the year.
3. Assist in the implementation of the American Red Cross Safety Program. Assist in monitoring participation numbers, promoting programs and the recruitment, training and evaluating of instructors.
4. Assist the Aquatics full-time staff by taking a leadership role in employee recruitment, testing, training and in-service programs for both the Ramsey Student Center and Lake Herrick and assisting with the development of training materials, manuals and other training instruments.
5. Assist the Aquatics full-time staff in the administration of the daily facility operations for the Ramsey Center Natatorium and Lake Herrick. These duties include but are not limited to maintaining storage rooms, performing maintenance, cleaning and repair work, set ups for special events, supervising special events, maintaining records and reports, maintaining supply and equipment inventories and serving as a liaison between the Aquatics full-time staff and other student personnel.
6. Assist in the provision of evening and weekend supervision of aquatic special events conducted in the Ramsey Student Center. Provide supervisory coverage in the absence of the Aquatics full-time staff and during periods of critical shortages such as university breaks. This may include lifeguarding.
7. Work cooperatively with other Rec Sports staff members and assist with departmental special events as needed.

Qualifications & Requirements:

1. Maintain a current American Red Cross Lifeguard Instructor certificate.
2. Current certification in American Red Cross Lifeguard Training
3. Earned Bachelor's Degree in Recreation or closely related field.
4. Accepted into a graduate program at the University of Georgia.
5. Work manager and lifeguard shifts as needed.
6. Teach safety program classes as needed.
7. Weekly schedule based on program needs, may include nights and weekends.