SFSU CAMPUS RECREATION

NOW HIRING
Student Manager for Water Safety and Swim Instructor

APPLICATION DEADLINE:
FEBRUARY 28, 2019

To Apply: As a department under the Dean of Students area, please complete the Common Application form below on Qualtrics. 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.

Qualtrics - Common Application:
HTTPS://SFSU.CO1.QUALTRICS.COM/JFE/FORM/SV_3N47J3OAEH4XELX

For more information about Campus Recreation visit: http://campusrec.sfsu.edu
Purpose
The main responsibility of the Swim Instructor Student Manager is to oversee all aspects of the Swim Lesson Program at SFSU including the scheduling, planning and organization of lessons. This person works under the supervision of the Aquatics Coordinator and in collaboration with the other Aquatics Student Managers. The Swim Lessons Student Manager also represents the Campus Recreation Department by providing customer service and other related duties.

Duties and Responsibilities
- Creating and managing both youth and adult programs during the summer and academic year.
- Scheduling of all lessons and instructors for each lesson.
- Availability weeks days and weekends during the Summer and availability on weekends between 10:00am and 12:00pm during the academic year.
- Working closely with all swim lesson participants or participants parent(s)/guardian(s).
- Responsible for ensuring the safety of all participants and instructors during all swim lessons.
- Review of timesheets for themselves and review of all instructors.
- Must attend weekly management team meetings every Monday from 4pm to 5pm as well as other Student manager activities (i.e. retreats/trainings) throughout the year.
- Required weekly meetings with the Aquatics Coordinator in relation to Swim Lessons.
- Be knowledgeable about other aquatics programs to relay to participants.
- Ensure a professional, welcoming, and inclusive environment for all participants.
- Administering proper use of WSI, Lifeguarding, and CPR/AED/First Aid skills.
- Perform other duties assigned by management and/or other supervisors.
- Maintain knowledge of Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities.
- Ability to collaborate with other Water Safety Instructors.

Qualifications
- Water Safety Instructor Certification Current Lifeguard Certification, including current certification in professional-level CPR, First Aid, and AED.(Will allow 30 days to become certified or finish certification)
- StrONGLY Preferred but Not Required: Water Safety Instructor Trainer, Lifeguard Instructor Certification, any further American Red Cross trainings or certifications.
- Demonstrate interpersonal skills including strong communication skills, customer service skills, ability to enforce policy and perform under pressure, and working in a team atmosphere.
- Must be able to work independently without direct supervision on a day to day basis.
- Must be a student at San Francisco State University enrolled in 6 or more units, with minimum 2.0 GPA