

Aquatics Intern

Division: Aquatics

Date of Internship: Year round

Job Duties:

- Depending on the student's previous experience, job duties could include, but are not limited to:
- Assisting with interviewing/hiring of seasonal employees
- Assisting with new employee orientation
- Assisting with purchasing for Aquatics Division
- Responding to citizen communications
- Assisting with facility reservations/rentals
- Assisting with maintenance of employee database and payroll
- Conducting American Red Cross safety courses
- Assisting with the preparation of aquatic facilities for summer season
- Assisting with closing and winterizing aquatic facilities after summer season
- Assisting with day to day operations of an aquatic facility or facilities including scheduling, supervising and maintenance
- Developing instructional swim programs
- Assisting with instructional swim program registrations (use of RecWare software)
- Organizing and conducting neighborhood and city swim meets
- Assisting with coaching state swim team
- Assisting with supervision of facility renovation

Internship Goal:

- To learn about and gain experience in all areas related to managing a municipal aquatics program

Internship Objectives:

- To gain experience in aquatic programming
- To gain experience in aquatic maintenance
- To learn unique processes of cleaning environmentally sensitive areas
- To learn eCombs budgeting system
- To gain experience in purchasing procedures for municipality
- To gain experience in park and recreation Human Resources
- To gain experience working with advisory committees

Work Schedule: up to 40 hours per week depending on the time of year

Intern Qualifications:

- Graduate or undergraduate student
- Minimum 3.0 GPA
- Major in: Recreation and Leisure Studies, Recreation Management, Aquatic Management, Public Administration, or related field of study
- Must have a current and nationally recognized lifeguard and CPR/AED certification (American Red Cross preferred)
- Be able to use Microsoft Office and related software programs
- Preferred skills/experience:

- LGI and WSI
- CPO
- Scuba certification
- Nationally recognized aquatic fitness certifications
- Competitive swim team experience
- Aquatic supervisory experience

Internship Paid: ____ Yes No

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