

Aquatics Intern

The City of Austin Parks and Recreation Department is looking for energetic and motivated students studying in the field of Recreation and Leisure Studies, Aquatic Maintenance, or related major. The intern will have the opportunity to gain knowledge and hands-on experience in a variety of areas within the Aquatics Division including programming, maintenance, purchasing, human resources, and community outreach. Each internship is designed to meet the student's needs based on their previous aquatics experience.

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 RecTrac software)
- Organizing and conducting neighborhood and city swim meets
- Assisting with coaching state swim team
- Assisting with supervision of facility renovation

Internship Goals: 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: Varies – up to 20 -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 __X__ No*

*Interns accepted into our program may have opportunities to work as a lifeguard outside of their internship hours to earn pay.

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