Aquatics – Graduate Assistant
Two Positions Available
Start Date: Fall 2016

Description:
The Department of Physical Education, Recreation, and Dance is currently seeking two Graduate Assistants in Aquatics for 2016-2017 academic year to assist the Manager and Assistant Manager of Aquatics with the management and execution of pool operations and aquatic programming at the Boston University Aquatic Center within the Fitness and Recreation Center.

The graduate assistantship is a nine-month appointment from August 15, 2016 – May 21, 2017. The salary includes 8 credits tuition per semester and $10,000 stipend for the nine months.

Graduate Assistant will be required to routinely work one weekend day to supervise programming. Other weekend hours and some evenings will also be required. A total of 20 hours weekly is required. The position is renewable for a second year contingent upon the satisfactory performance of the individual during the first year.

Responsibilities may include but are not limited to:

- Hire, train, and supervise staff (lifeguards and instructors)
- Communicate, organize, and schedule lifeguard staff and family recreation programming
- Supervise and evaluate children’s swim lessons
- Teach aquatic classes, including PE, Family Rec, and Non-Credit classes
- Assist with the creation and promotion of new classes and programs
- Assist with event management
- Assist the Manager and Assistant Manager of Aquatics with any other assigned duties

Minimum Qualifications:

- Bachelor’s degree in any field
- Current certification in American Red Cross Lifeguarding/First Aid/CPR/AED, and Water Safety Instructor
- Minimum three years of experience lifeguarding and swim instruction
- Excellent customer service and communication skills required
- Must be extremely well organized and able to effectively manage a number of projects simultaneously
- Must be accepted into a graduate degree program at Boston University

Preferred Qualifications:

- Bachelor’s degree in a recreation field
- Current certification as an American Red Cross Lifeguard Instructor and Certified Pool Operator
• Five years of lifeguarding and swim instructor experience, including work experience at indoor aquatic facilities
• Two years of experience in a supervisory role (e.g. head lifeguard, pool manager)
• Experience teaching adults as well as children
• Experience supervising a college-age population
• Experience using Meet Manager software

Application Process
If interested, send a cover letter, resume, acceptance letter, and two current letters of recommendation to:

David Witkus
Assistant Manager of Aquatics
Department of Physical Education, Recreation & Dance
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Boston, MA 02215
617-358-3750 | dwitkus@bu.edu