

### RecSports Team Member Responsibilities

- Develop professional relationships with co-workers, participants, and guests.
- Uphold and exceed the expectations of the Cornerstones of RecSports Service: accountability, anticipating needs, attitude, and atmosphere.
- Demonstrate a desire to learn and apply knowledge as a RecSports ambassador.
- Take ownership of RecSports facilities and programs by exhibiting a responsible work ethic.
- Promote and maintain cleanliness and appearance within and surrounding RecSports facilities.
- Enforce RecSports policies and procedures to promote participant safety and satisfaction.
- Respond to all emergency situations and adhere to established protocol including pre- and post-incident procedures.
- All RecSports employees are expected to abide by the RecSports Student Staff Code of Conduct process that clarifies shared expectations and standards in effort to best serve our patrons, develop each team member, and prepare student employees for future career endeavors.

### RecSports Fall Kick-Off 2025: Tuesday, August 19

- Fall Kick-Off is our all-staff event to discuss department-wide updates, facilitate unit training sessions, as well as cultivate community and positive energy within our RecSports team. All RecSports Student Staff are expected to attend and will be paid for their training time.
- Fall Kick-Off is scheduled for August 19, 2025. Please mark your calendars as this is mandatory for all-staff! In addition, please hold your calendars for August 15-20, 2025 for mandatory unit-specific trainings

### Hourly Pay

\$14.50

### Unit Specific Job Responsibilities

#### All

- All Lifeguard unit specific job responsibilities
- Hire, train, supervise, schedule, and evaluate Lifeguards, Aquatic Supervisors, and Instructional staff across 3 campus pools.
- Conduct monthly in-service trainings, skill clinics, and observational/skill audits.
- Coordinate internal employee recognition and incentive programs.
- Maintain operational equipment, pool deck appearance, supplies and submit work orders, as needed.
- Monitor and communication updates across all applicable platforms including but not limited to When2Work, Connect2Concepts, Fusion, Microsoft Teams, and RainOut Line
- Monitor Aquatics e-mail and answer any e-mails, as applicable.
- Monitor Aquatics phone and return calls as necessary.
- Maintain uniform inventory in Fusion and issue uniforms to new employees.
- Be available to receive phone calls and answer questions for student staff outside of office hours.
- Perform all other duties as assigned by the Aquatics & Risk Management Administrative Team

### Staffing & Operations Program Assistant

- Schedule Lifeguards and Aquatic Supervisors for recreational swim, user groups, and special events.
- Assist in coordinating interviews, selection, training, and evaluation of Lifeguards and Aquatic Supervisors.
- Conduct weekly facility inspections at all campus pools (3) and submit work orders, as needed.
- Maintain operational equipment, pool deck appearance, supplies and submit work orders, as needed.
- Draft and send weekly Teams Updates to aquatics staff.
- Oversee administration and documentation of the RecSports Student Staff Code of Conduct.

- Coordinate internal employee recognition and incentive programs.
- Maintain lost and found rotation at all Aquatic facilities.

### **Swim Instruction Program Assistant**

- Assist in coordinating interviews, selection, and onboarding of Water Safety Instructors (WSI).
- Schedule WSIs for group swim lessons, make-up lessons, and special events.
- Assist in coordinating and oversight of aquatic engagement programming.
- Facilitate WSI trainings and meetings, as necessary.
- Oversee email communication with all swim lesson participants.
- Manage private swim lesson requests and match instructors.
- Prepare all swim lesson documents for group and private swim lessons.
- Maintain & track all swim lesson record internally and with the American Red Cross.
- Ensure compliance with all UF policies related to Youth Protection & update documentation, as necessary.
- Assist with interviews, selection, and onboarding of lifeguard staff, as necessary.
- Maintain uniform inventory in Fusion and issue uniforms to new employees.

### **Training & Certifications Program Assistant**

- Assist in facilitating and organizing monthly in-service trainings each semester.
- Schedule, coordinate, and lead monthly skills clinics.
- Schedule and perform skills and observational audits each semester.
- Prepare all materials, equipment, and classroom for Aquatic Safety Courses
- Oversee email communication with all Aquatic Safety Courses participants.
- Schedule Safety Instructors for all Lifeguarding, Review, and FA/CPR/AED courses
- Facilitate Safety Instructor trainings and meetings, as necessary.
- Assist with interviews, selection, and onboarding of lifeguard staff, as necessary.
- Maintain up to date aquatics certification database.

### **Requirements/Qualifications**

- University of Florida student
- Current American Red Cross Lifeguard Training and First Aid
- Successfully complete four semesters as a Lifeguard
- Contribute 15-18 hours/ week; additional special event hours required.
- Additional certifications recommended: American Red Cross Water Safety Instructor, American Red Cross Lifeguard Training Instructor, First Responder Certification, EMT Certification
- Complete and maintain UF online certifications in GET803, OOC101, PRV802, ITT102, GET811
- Good standing within the University of Florida and the Department of Recreational Sports. Please note, each candidate's status within the RecSports Student Staff Code of Conduct will be considered when reviewing applications.