JOB POSTING  AQUATIC ASSISTANT

UNIVERSITY OF VICTORIA – VIKES ATHLETICS AND RECREATION

Vision and Purpose:
Together we transform students’ lives. Excellence distinguishes us in sport and active healthy living.

Responsibilities:
To assist the Coordinator with the overall planning, supervision, administration and operations of the aquatic programs and operations. In addition, the position is responsible to provide superior customer service to students, staff, faculty and the University community.

Duties will include:

- Establish and maintain effective working relationships with employees in the Aquatics area and other areas of Vikes Athletics and Recreation as well as with our patrons and user groups.
- Assist with training, meetings and team building activities for employees.
- Support and monitor the day-to-day schedule of activities, programs and employees.
- Assist with evaluating programs and employees.
- Ensure ongoing planning, implementation and review of Aquatics strategies, policies and procedures.
- Serve as an information resource for Vikes Recreation program inquires.
- Maintain appropriate records, inventories, statistics and reports.
- Coordinate and support promotional activities associated with Aquatics.
- Assist with other Vikes Athletic and Recreation events as required.
- Other duties as required.

Qualifications:
- National Lifeguard Pool or Waterpark Option – current within two years
- Red Cross Water Safety Instructor (WSI) certification – current within two years
- Standard First Aid – current within three years
- CPR Level C – current within one year
- Aquatic fitness instruction and swim coaching is an asset, as well as other aquatic leadership awards
- In accordance with the BC Criminal Record Review Act, must provide a current, clear criminal record check
• Must be a current University of Victoria student (or student on break for the spring/summer who will be returning in the Fall)
• A minimum of two or more years of experience as a lifeguard
• Excellent communication, listening and interpersonal skills
• Excellent organizational skills
• The ability to work as part of a successful and engaged team
• Commitment to service excellence

Terms of Employment:
This position is approximately 15 hour work week plus additional guard hours. Assistant wage - $17/hour plus 4% vacation pay. Lifeguarding wage - $15.69/hour, plus 4% vacation pay and shift premiums.

To Apply:
Send cover letter and resume to
Stacey Yasinowski
Coordinator – Aquatics, Dance & Informal Recreation
Rm A224 CARSA – Centre for Athletics, Recreation and Special Abilities, Vikes Administration Offices
staceyy@uvic.ca

Applications due Monday Aug 14, 9:00 am.