JOB DESCRIPTION

Assistant Director of Campus Recreation - Aquatics

**Definition of Class**
The incumbent in this position administers and coordinates a variety of programs, activities, functions, and personnel required of an aquatic facility. The incumbent is responsible for development and administration of plans to minimize risks associated with participation in Campus Recreation programs and facilities. The incumbent frequently makes decision by exercising discretion and independent judgment and reports to the Assistant Director of Campus Recreation.

**Examples of Work Performed**
Directs all programs and services associated with the department’s comprehensive aquatics program including; scheduling, marketing, promotions, budget, pool filtration, maintenance, equipment purchases/inventory, program development, and student personnel.

Directs student personnel during the performance of their assigned duties and responsibilities as lifeguards and swim instructors. Supervises staff and develops/maintains ongoing evaluation records.

Develops in-service training programs such as lifeguarding and first aid/CPRO/AED.

Conducts programs in residence halls on aquatic opportunities at Ole Miss.

Develops, implements, and supervises a comprehensive risk management program for the department that will assure all participants safety during activities and programs offered within the department.

Works with each programming area within the department to assess and coordinate risk management.

Develops risk management policies and procedures and maintains risk manual, emergency action plan, and inventory of Campus Recreation’s first aid kits.

Evaluates indoor and outdoor facilities to ensure safe facilities are being provided.

Evaluates revenue generating ideas and programs. Gathers data from other colleges/universities on creative and unique programming.

Develops and administers a quality maintenance program for pool and filtration equipment.

Keeps up-to-date with new technology associated with the aquatic environment.

Inventory staff, equipment and programming needs, and estimated costs.

Oversees usage policies for the Natatorium and stays abreast of equal access policies for all eligible users of the Natatorium.

Assists in the development, implementation, and assessment of departmental goals and objectives.

Represents the Department of Campus Recreation and The University of Mississippi on various committees, boards, and associations.

Attends local, state, and national workshops and conferences; hosts and presents at various workshops.

Performs similar or related duties as assigned or required.
**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Directs all programs and services associated with aquatics program.
2. Administers plans to minimize risk associated with participation in Campus Recreation programs and facilities.
3. Recruits, hires, trains, supervises, and evaluates student lifeguard/teaching personnel.
4. Assists in the development, implementation, and assessment of departmental goals and objectives.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

   **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.
   **Vision:** Requirements of this job include close vision.
   **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
   **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to stand. The incumbent is occasionally required to sit; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

   **Education:**
   Master's Degree in Recreation Administration, Leisure Management, Physical Education, Sports Administration or a related field from an accredited college or university.
   AND

   **Experience:**
   Three (3) years of experience related to the above described duties.

   **Certification:**
   Instructor in First Aid/CPR/AED and hold a Water Safety and Lifeguard Training Certification.

   **Substitution Statement:**
   Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 05/13/2015