



Aquatics Unit Job Descriptions

Level 1 – Lifeguard

Level 2 – Aquatics Manager (Promotional Opportunity)

Level 3 – Student Supervisor, Aquatics (Promotional Opportunity)

Level 1 - Swim Instructor

Level 2 – Swim Instructor

Level 1: Lifeguard Job Description

- Under general supervision, ensures the safety of patrons of aquatic facility by preventing and responding to emergencies. Applies constant lifeguarding surveillance of patrons; acts immediately and appropriately utilizing rescue techniques to secure safety of patrons in the event of emergency.
- Provides emergency care and treatment as required until the arrival of emergency medical services.
- Presents professional appearance and attitude at all times and maintains a high standard of customer service.
- Performs various cleaning and maintenance duties as directed to ensure a clean and safe facility.
- Prepares and maintains various reports (e.g., head counts).
- May require the application of basic organizational or technical knowledge, operation of simple equipment or performing routine tasks
- Performs miscellaneous job-related duties as assigned.
- Very little independent decision making with regular supervision
- Attends all mandatory in-services as scheduled.

Required Job Qualifications

- Entry level position requires basic skills attained through on the job training. No previous work experience or coursework required.
- All aquatics staff must have current Lifeguard and CPR/First Aid/AED Certification from one of the following nationally recognized organizations or other organization approved by Campus Recreation:
 - American Red Cross
 - Ellis and Associates
 - YMCA
- Ability to pass a pre-employment lifeguard physical skills evaluation as stipulated by the department.
- Current University of Pittsburgh undergraduate or graduate student

Additional Information

- **Position Type:** Entry Level
- **Pay Rate:** \$12.00 per hour
- **Certifications:** Lifeguard and CPR/First Aid/AED certification cost range is \$250-\$350; maintaining certification requires bi-yearly exam or completion of continuing education credits
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- **Required Documents:** Resume
- **Optional Documents:** Cover Letter – Strongly Encouraged
- **Does this position require FWS award?** No
- **Application Instructions:** All applications must be submitted through Pitt Talent System

Level 2 – Aquatic Manager Job Description

- Completes all lifeguard responsibilities as listed above.
- During Aquatic Manager shifts, acts as head lifeguard demonstrating leadership qualities overseeing lifeguard staff in the completion of their duties. For example, ensures cleaning and maintenance duties are completed and/or reports issues to Aquatic Coordinator.
- Assists with staff recruiting, hiring, training, and evaluating.
- Coordinates and manages shift coverage of Lifeguards and Aquatic Managers for daily operations and special events.
- Assists with event planning, set-up, tear down, and debrief.
- Assists the Aquatic Coordinator in the various day to day activities of the pool operations.
- Assists with development and implementation of aquatic programs and events.
- Assists in planning and delivering mandatory in-services.

Job Qualifications

- All aquatics staff must have current Lifeguard and CPR/First Aid/AED Certification
- Current University of Pittsburgh undergraduate or graduate student **AND** current campus recreation lifeguard for at least one semester
- Prefer employment experience as head lifeguard, team lead, and/or leadership experience in aquatics operation.
- Preferred Lifeguard Instructor (LGI) and or willing to obtain LGI within 6 months of employment

Additional Information

- **Position Type:** Promotional Opportunity for current campus recreation Lifeguards
- **Pay Rate:** \$14.00 per hour
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- **Required Documents:** Resume and Cover Letter
- **Does this position require FWS award?** No
- **Application Instructions:** Must submit all required documents to the Aquatics Coordinator.
Internal applicants only.

Level 3: Aquatic Student Supervisor Job Description

The Aquatic Student Supervisors serve in an administrative capacity providing leadership to front line student employees in the Aquatic Manager and Lifeguard roles. Student Supervisors maintain staff schedules, assist with hiring, and lead training of new student staff members.

Aquatic Student Supervisor Job Responsibilities

- Create and maintain student staff schedules
- Assist with hiring, interviewing, and onboarding new Lifeguards and Aquatic Managers
- Lead on site training of new Lifeguards and Aquatic Managers
- Assist with developing and facilitating on going meetings and trainings for all Aquatic Staff
- Coordinate risk management procedures and trainings for all Aquatics and Facilities Staff
- Maintain inventory of first aid supplies, various aquatic equipment, and staff supplies
- Maintain 1-2 shifts per week as an Aquatic Manager

Professional Skills to be gained:

- Leadership
- Time Management
- Organization
- Professionalism
- Adaptability

Job Qualifications

- All aquatics staff must have current Lifeguard and CPR/First Aid/AED Certification
- Current University of Pittsburgh undergraduate or graduate student **AND** current campus recreation aquatics manager for at least one semester

Additional Information

- **Position Type:** Promotional Opportunity for current Aquatics Managers
- **Pay Rate:** TBA
- **Work Schedule:** Not to exceed 20 hours a week; days/times TBD
- **Required Documents:** Resume and Cover Letter
- **Does this position require FWS award?** No
- **Application Instructions:** Must submit all required documents to the Aquatics Coordinator.
Internal applicants only.

Level 1 – Swim Instructor Job Description

- Responsible for organizing, leading, instructing, and motivating students in exercise activities including swimming techniques, shallow and deep-water swimming, aquatic fitness, and conditioning
- Prepare pool and pool deck for class
- Must adhere to University Campus Recreation policy for teaching, attendance, and student-instructor conduct

Class Designation

- Beginner and Intermediate Swimming
- Swimming for Fitness

Required Job Qualifications

- All instructors must have current CPR/First Aid/AED Certification or obtain within 3 months of hire
- Swim Instruction Certification from Red Cross or other certification approved by Campus Recreation – examples include:
 - Water Safety Instructor (WSI)
 - USA Swimming
 - Safety Training for Swim Coaches (STSC)
 - Star Guard
 - YMCA Swim Instructor
- All instructors must meet instructional standards demonstrated through sample lesson plans and review of previous instructional experience
- Preferred but not required: Swim lesson experience greater than 6-months
- Instructors must present complete lesson plan structured for the duration of the assigned classes
- Applicants will be asked for job references related to previous teaching experience

Additional Notes:

- **Position Type:** Previous experience required
- **Pay Rate:** TBA
- **Lifeguard Certifications:** Lifeguard and CPR/First Aid/AED certification cost range is \$250-\$350; maintaining certification requires bi-yearly exam or completion of continuing education credits
- **Swim Instructor Certification:** Certification exam cost range is \$200-\$300. Maintaining certification requires bi-yearly renewal or in some cases instructor can submit proof they are currently teaching a swim curriculum which may fulfil re-certification requirements
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- **Required Documents:** Resume, Cover Letter and List of References
- **Does this position require FWS award?** No
- **Application Instructions:** All applications must be submitted through Pitt Talent System

Level 2 – Swim Instructor Job Description

- Responsible for organizing, leading, instructing, and motivating students in exercise activities including swimming techniques, shallow and deep-water swimming, aquatic fitness, and conditioning
- Prepare pool and pool deck for class
- Must adhere to University Campus Recreation policy for teaching, attendance, and student-instructor conduct

Class Designation

- Advanced Swimming

Required Job Qualifications

- All instructors must have current CPR/First Aid/AED Certification or obtain within 3 months of hire
- Swim Instruction Certification from Red Cross or other certification approved by Campus Recreation – examples include:
 - Water Safety Instructor (WSI)
 - USA Swimming
 - Safety Training for Swim Coaches (STSC)
 - Star Guard
 - YMCA Swim Instructor
- All instructors must meet instructional standards demonstrated through sample lesson plans and review of previous instructional experience
- Preferred but not required: Swim lesson experience greater than 6-months
- Instructors must present complete lesson plan structured for the duration of the assigned classes
- Applicants will be asked for job references related to previous teaching experience

Additional Notes:

- **Position Type:** Previous experience required
- **Pay Rate:** TBA
- **Lifeguard Certifications:** Lifeguard and CPR/First Aid/AED certification cost range is \$250-\$350; maintaining certification requires bi-yearly exam or completion of continuing education credits
- **Swim Instructor Certification:** Certification exam cost range is \$200-\$300. Maintaining certification requires bi-yearly renewal or in some cases instructor can submit proof they are currently teaching a swim curriculum which may fulfil re-certification requirements
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- **Required Documents:** Resume, Cover Letter and List of References
- **Does this position require FWS award?** No
- **Application Instructions:** All applications must be submitted through Pitt Talent System

**For more information regarding student employment in aquatics or as a swim instructor contact
Alycia Miller, Aquatic Coordinator at anmiller@pitt.edu.**