Position Posting:
Indiana University Campus Recreational Sports
Outdoor Pool Assistant Manager of Instructional Program

General Information: The IU Outdoor Pool (IUOP) Assistant Manager for Instructional Program assists with administration of the all instructional programs at the Campus Recreational Sports Outdoor Pool. The Assistant Manager for Instructional Program will assist with running and maintaining reports, class rosters, instructor assignments, transfer reports, swim instructor in service trainings and serve as a point of contact to answer participant and staff questions regarding instructional programs and the registration processes. The Assistant Manager for Instructional Programs will provide occasional deck presence during swimming lessons as well as interacting with participants to provide high quality relational service; assisting in providing leadership and supervision of swim instructors, group exercise leaders, and member services; and promoting an environment of safety and vigilance during all instructional programs. The Assistant Manager for Instructional Programs is expected to work a minimum of 20 hours per week and may work a maximum of 29 hours per week for all jobs at Indiana University. Assistant Managers must be able to work shifts that range from early morning opening through late evening closing, as well as weekends and holidays. This position reports directly to the Program Director for Aquatics, who is supported by the Assistant Director for Aquatics Operations, the Assistant Director for Aquatics Programming and the Graduate Assistant for Aquatics.

Required Qualifications:
- Must be 18 years of age at time of hiring.
- Must be American Red Cross certified in the following by May 22nd, 2017:
  - Water Safety Instruction (valid for 2 years).
  - Lifeguard/First Aid Training (valid for 2 years).
  - CPR/AED for Lifeguards or CPR/AED for the Professional Rescue (valid for 2 years).
- Must be available for some early morning, late evening, weekend or holiday work.
- Excellent communication skills (in person and on phone) with public and staff.
- Familiar working with Microsoft Office Suite (Word, Excel, Outlook).

Preferred Qualifications:
- Previous management or staff supervision experience, preferably in aquatic instructional environments
- Completed a minimum of one semester as a Swim Lesson Instructor with IU Campus Recreational Sports
- 2 years of teaching experience in aquatic environments
- RecTrac experience

Benefits of employment with Campus Recreational Sports:
- Outstanding professional development.
- Flexible schedule.
- Work in a fun, creative, high energy environment.
- Paid training.
- Access to IU Recreational Sports facilities and IUOP during summer employment.

Wage: $14.00/hour with a maximum of 29 hours per week employment at Indiana University permitted.

Employment Period: The 2017 IUOP season runs from May 8 to September 30. Management Team training will begin in March/April at intermittent periods.

Application Process: Send resume, cover letter, and names/phone numbers of three references to: Mark Miller, Assistant Director of Aquatics, IU Recreational Sports, SRSC 115, 1601 Law Lane, Indiana University, Bloomington, IN 47405. Or email to mdm@indiana.edu.

Application Deadline: Preference will be given to applications received by January 9th, 2017