Position Posting:
***Indiana University Campus Recreational Sports***

**Outdoor Pool Assistant Manager**

**General Information:** The IU Outdoor Pool (IUOP) Assistant Manager is the supervisor when on duty at the Indiana University Outdoor Pool. The Assistant Manager is responsible for directly interacting with participants to provide high quality relational service, assisting in providing leadership and supervision of lifeguards, receptionists, member services and the risk management first responder, and promoting an environment of safety and vigilance. Assistant Managers are expected to work a minimum of 16 hours per week and may work a maximum of 38 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:
  - 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 an aquatic environment.
- Completed a minimum of one semester as an Aquatic Lead with IU Campus Recreational Sports.
- American Red Cross Lifeguard Management course completion.
- American Red Cross Lifeguard Instructor (LGI) certified.

**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 38 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 February/March at intermittent periods.

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

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