

2024 - POSITION DESCRIPTION

Job Title: Supervisor, Aquatics
Department: Spartan Recreation
Supervisor: Manager, Aquatics
Location: Spartan Recreation and Aquatic Center (SRAC)
Classification Title: Full-time
FLSA Status: Exempt
Grade: 5
Compensation: \$66,560 – \$87,711

The Student Union, Inc. is 501(c)(3) nonprofit auxiliary that maintains three major facilities at San José State University in downtown San José, California. These facilities include the Diaz Compean Student Union Building, the Provident Credit Union Event Center, and the Spartan Recreation and Aquatic Center. The Student Union, Inc. functions as part of the Student Affairs Division on campus, and is governed by a Board of Directors made up of a student majority, faculty, and administrators.

Mission

The Student Union, Inc. of San Jose State University supports the development, growth, and well-being of students and the campus community by providing diverse programs, desired services, and quality facilities to enhance the collegiate experience.

Job Summary

The Aquatics Supervisor is responsible for ~~assisting with~~ the day-to-day aquatic operations at the Spartan Recreation and Aquatic Center (SRAC). Areas of oversight include open recreation swim, pool deck activities, swim practices, lap swim, ~~lifeguard certification classes~~, training and mentoring lifeguards and swim instructors, supervision of youth and adult swim lessons, and special event coordination. The position reports to, and receives general supervision and direction from the Aquatics Manager.

Essential Functions and Tasks

- Oversight of daily operations of aquatic areas including recreation swim, pool deck activities, swim practices, lap swim, athletics, club sport practices and community swim.
- Hires, trains, and supervises student assistants working as lifeguards, swim lesson instructors or other aquatic personnel.
- Plans, organizes, schedules, supervises, coordinates, reviews, and evaluates swim lesson programs, including: staff training, budget, recruitment, registration, staffing, and program assessment.
- Maintain records regarding safety inspections, water chemistry, staff training, certifications, and maintenance. Ensures all staff certifications are valid, current, and tracked accurately.
- Ensures staff observe and comply with all mandated safety rules, regulations, and protocols.

- Maintains safety and emergency policies and procedures in collaboration with the Aquatics Manager that are in compliance with industry and university standards.
- Create and maintain work schedules for student staff employees.
- Develops and maintains collaborative relationships with the following: Department of Kinesiology, Intercollegiate Athletics, Facilities Services, Student Life and Leadership, Associated Students and other departments as appropriate.
- Assists with development and oversight of aquatic operations and swim lessons budget.
- Oversight of special events in the pool area including set-up, clean-up, and strike down.
- Perform lifeguard duties as needed.
- Responds and assists in lifesaving rescues, and all AED/First Aid/CPR emergencies.
- Coordinate with facility maintenance and custodial services to ensure safe and clean spaces.
- Partner with SUI Marketing department to support the promotion of Spartan Recreation and its programs.
- Partner with SUI to facilitate an inclusive environment that inspires innovation and effective student development.
- Partner with SUI Student Success and Assessment team to ensure learning outcomes are developed and assessed annually for the student staff.
- Assist Spartan Recreation and Student Union, Inc. team members in supporting special event programs, as needed.
- Perform additional duties as assigned.

Knowledge, Skills and Abilities (KSAs)

- Demonstrated aquatic experience in pool management and administration.
- Demonstrated supervisory or management experience including selecting, training, coordinating, evaluating, and supervising Student Assistants, Lifeguards.
- Demonstrated experience in development of a progressive swim lesson program oversight, and management.
- Ability to analyze and interpret accounting data, prepare clear, accurate financial reports, and develop solutions to complex financial problems.
- Ability to understand and apply applicable rules, regulations, policies and principles.
- Ability to identify trends, irregularities, resolve difficult and unusual problems.
- Ability to review financial documents for accuracy, completeness, validity, and adherence to standards.
- Ability to interact effectively and frequently with students, campus community members, vendors and the general public.
- Advanced proficiency with Microsoft Word and Excel, web browsers, query tools, integrated financial systems and/or other types of records management systems.
- Excellent customer service, ability to manage conflicts, and create an inclusive environment.
- Effective verbal and written communication skills.

Physical Demands and Work Environment

- The position works in a wide variety of environments including both a typical office as well as an indoor facility and outdoor aquatic program-oriented environment.
- The physical demands of this position are described below
 - Sitting, walking, twisting, bending, climbing, pulling, pushing, squatting, crawling, kneeling, balancing, reaching, and coordination (eye, hand, foot).
 - Fall (Slip, Trip) Conditions that result in falls (impacts) from height or traditional walking and playing surfaces.
 - Heat illness/temperature extremes that result in heat stress, exhaustion, or metabolic slow down such as hypothermia.
 - Chemical exposure - absorption through the skin, inhalation, or through the bloodstream that causes illness, disease, or death.
 - Lifting and carrying, often 10-25lbs, frequently 26-50lbs, occasionally 50-75 lbs. infrequently up to 200lbs or more during lifesaving rescues.
 - Hearing and speaking to exchange information in person or on the telephone.
 - Dexterity of hands, fingers, and wrist to operate a computer keyboard and calculator.
- In general, the position works a schedule based on business needs 12 p.m. - 8 p.m., Sunday - Thursday, may work evenings, weekends and holidays as required.

Minimum Qualifications

- Bachelor's degree in Physical Education, Exercise Science, Recreation, Sports Management, or a related field and/or a combination of education and experience which provides the required knowledge and abilities.
- Two (2) years of demonstrated experience working in aquatics programs and facility management.
- The following valid certifications are REQUIRED at time of application submittal and MUST be attached to this application to be considered:
 - a. Current Lifeguard certification
 - b. First Aid/CPR/AED certification; American Red Cross preferred.
 - c. Current Water Safety Instructor certification
- Lifeguard Instructor certification, within first six months of employment.
- American Red Cross Title 22 for the Public Safety Personnel (formerly titled - American Red Cross Emergency Response Training -Title 22) within first month of employment.
- Within the first month, all new employees are required to complete the following online training sessions through CSULearn, the University's employee training platform. Employees will be enrolled in the training soon after their appointment is processed and will be notified via email from CSULearn@sjsu.edu.
 - i. CSU - Injury and Illness Prevention Program - one time course
 - ii. CSU - Preventing Discrimination and Harassment for Supervisors – required every two years
 - iii. CSU - Sexual Misconduct Prevention Program (Title IX) - required every year
 - iv. Data Security and FERPA - required every two years
 - v. Hazard Communication Cal/OSHA - one time course
 - vi. SJSU COVID-19 Health and Safety Protocols Training - one time course

Preferred Qualifications

- Master's degree in Recreation, Student Development, or related field
- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification
- Demonstrated experience in large student recreation centers, student unions, student activities, and residence life or student development.
- Experience in a large, non-profit corporation.
- Involvement in professional societies and organizations.
- Demonstrated ability to articulate the role campus life plays in recruitment, student success, retention, and graduation, and a commitment to college student development and student leadership.

Benefits

This position is employed through Student Union at San Jose State University which offers an excellent benefits package including Medical, Dental & Vision insurance (fully paid on selected packages by the company for the employee and dependents), Life and Supplemental Insurance, Vacation, Sick Leave, paid Holidays, 403(b) retirement program, tuition reimbursement, employee development opportunities and more.

Post Employment Benefits: The Student Union, Inc. provides lifetime retiree medical and dental coverage to eligible employees and their dependents who retire at the age of 55 and have 5 or more years of employment with the Student Union, Inc.

Equal Opportunity/Affirmative Action

The Student Union of San José State University (SJSU) is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, genetic information, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, or protected veteran status consistent with applicable federal and state laws. This policy applies to all SJSU students, faculty and staff programs and activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus).

Reasonable accommodations will be provided for applicants with disabilities who self-disclose.

California State University (CSU) Learning & Development

Within the first month, all employees are required to complete the following compliance online training sessions through CSULearn, the University's employee training platform. Employees will be enrolled in the training soon after their appointment is processed and will be notified via email from CSULearn@sjsu.edu.

- CSU - Injury and Illness Prevention Program - one time course
- CSU - Preventing Discrimination and Harassment for Non-Supervisors – required every two years
- CSU - Sexual Misconduct Prevention Program (Title IX) - required every year

- Data Security and FERPA - required every two years

Background Check and Fingerprinting

Student Union employees are required to undergo and complete a successful background check that includes verification of employment and education, as well as a check of criminal records for employment. Candidates for positions where the employee will come in regular contact with minors will be required to be fingerprinted. This policy includes emergency hires and may also be applicable to volunteers depending on the work they will be doing.

In some cases, the background check will include a credit check and/or a Department of Motor Vehicles check, as well as a check of licenses and certificates when applicable. All background checks are conducted through the Student Union third-party vendor, Accurate Background

California Child Abuse and Neglect Reporting Act

All Student Union at San Jose State University employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.