

Personnel Policies and Guidelines

All Ramsey Aquatics Staff members play an integral role on the Aquatics team and the Department of Recreational Sports team. All members are responsible for maintaining the daily operations of the program, serving the communities of the University of Georgia and Athens-Clark County, and for representing the Ramsey Student Center in a positive manner.

Aquatics Staff Expectations

All Part-time Aquatics employees are responsible for:

1. Upholding and representing the Mission, Vision, and Values of the Department of Recreational Sports and Division of Student Affairs at all times while on shift.
2. Contributing to a positive and welcoming environment for all staff, patrons, and user groups.
3. Fostering a community of respect and understanding with all employees and patrons.
4. Committing to excellence in all aspects of positions held within the Ramsey Aquatics Area.
5. Abiding by all policies set forth by the University of Georgia, the Division of Student Affairs, the Department of Recreational Sports, and the Aquatics program.
6. Entering appropriate contact information and work availability on employee's WhentoWork account.
 - a. Phone numbers and email addresses are required to be entered into the employee's personal information section.
 - b. The phone number is required to be set to the "All employees can see..." setting.
7. Checking and appropriately responding to all communication from all Aquatics staff via WhentoWork, email, and/or cellular device.
8. Read and sign the Ramsey Departmental and Ramsey Aquatics Handbooks annually, or as often as deemed necessary by the Ramsey Aquatics Professional Staff.
 - a. All employees are responsible for reading and understanding all pertinent employee handbooks, job descriptions, and position expectations listed in these documents.
9. Showing up to all assigned shifts on time, and in the appropriate uniform.
10. Clocking in and out in an honest reflection of assigned shifts.
 - a. Clocking in no more than 10 minutes prior to the start of shift.
 - i. Employee already in uniform and ready to assume position duties prior to clocking in.
 - b. Clocking out no more than 10 minutes after the end of shift.
 - i. Employee still in uniform and ready to perform duties until after he/she clocks out.
 - c. Clocking in using the appropriate time-card for the position worked.
 - d. Notifying the Aquatics Professional Staff immediately of any time-card errors.
11. Communicating any schedule issues with the appropriate Aquatics Professional Staff as soon as possible.
12. Fulfilling position-specific duties to the standards set forth by the Aquatics Professional Staff.
13. Maintaining satisfactory standing throughout employment term.
 - a. See Disciplinary System.

Additional Policies for all Ramsey Aquatics Staff

- i. **Anti-Harassment/Anti-Bullying:** The Department of Recreational Sports strives to create an inclusive environment where all feel welcome and belong to the Ram Fam.
 - a) We operate on a zero-tolerance bullying and harassment policy, where any action that makes our patrons and staff feel unwelcome, intimidated, or fearful on any emotional, physiological, and psychological level will not be tolerated. Any issues pertaining to this matter that are brought to the attention of Aquatics Professional Staff will not be taken lightly, will be dealt with swiftly, and may result in immediate termination. This includes but is not limited to conversations on shift, in the lifeguard office, around the pool deck, or on platforms where conversation should be limited to professional conversation. Harsh or excessive language about or to another staff member can be taken into consideration.

- b) The University of Georgia's Equal Opportunity Office will handle any harassment/bullying behaviors that are deemed discriminatory in nature.
- ii. **Drug and Alcohol-free Workplace:** The Department of Recreational Sports prides itself in being able to provide a safe recreation experience for all persons and groups we serve. The improper use of any inhibiting substance while at work puts all employees and patrons, and the Department of Recreational Sports safety reputation at risk.
 - a) Any employee found to be under the influence/impaired by alcohol, illegal and non-illegal drugs while reporting to work will be terminated immediately. This includes the recreational use of drowsy-inducing medications, tobacco products, the improper use of prescribed medications, any illegal/banned substances, alcohol, and any other impairing substances.
 - b) Any employee at work who is found to be in possession of any illegal substance, or any prescribed/non-prescribed substance that is not permitted on University grounds, may be terminated immediately.
 - c) Any employee reported to be under the influence/impaired while at work will result in an investigation and collaboration by the Aquatics Professional staff with multiple entities on campus to include but not limited to: the Director of Recreational Sports, University Police, Student Conduct, and Human Resources.
 - i) Based on these findings or lack thereof, the Aquatics Professional Staff will move forward with the recommended actions from higher authorities.
- iii. **Electronic Devices At Work:** The use of electronic devices in an Aquatics environment is a factor of distraction that prevents the staff member from being fully present and engaged in their work. Electronic use puts our fellow patrons and staff members at risk due to the lack of focus on their responsibility of maintaining a safe environment and being able to recognize and respond to any issues that arise. The use of electronic devices may prevent an Aquatics staff member from appropriately recognizing and responding to an emergency, and this may result in negligent behavior.
 - a) Electronics Policies:
 - i) Cell phone use should be limited in the office and shall not distract a person from being able to hear and respond to conversations or whistles
 - ii) Laptops/tablets may only be used for school-related purposes
 - iii) Smart watches may be worn on stand but shall not be used for communication, social, or any activity outside of checking the time.
 - iv) Headphones may not be used/worn at any point while on shift including in the lifeguard office, on deck, on stand, or in meetings
 - b) The violation of any of these policies will result in a documentation and penalty is at the discretion of the professional staff
- iv. **Violence-Free Workplace:** The Department of Recreational Sports will not tolerate physical violence under any circumstances.
 - a) Any employees who engage in physical violence while on Recreational Sports property will be terminated immediately.
- v. **No Trespassing:** Department employees may not abuse any access to or privileges of facility keys to enter restricted areas, or enter the facility during restricted hours (i.e. when the building is closed).
 - a) Trespassing will also include entering Professional Staff offices without permission.
 - b) Any employee found to be trespassing in any capacity will be terminated immediately.
 - c) Any employee reported to be trespassing will result in an investigation and collaboration by the Department Professional Staff and University Police.
 - i) Based on these findings or lack thereof, the Aquatics Professional Staff will move forward with the recommended actions from higher authorities.
- vi. **Workplace Confidentiality:** Department employees may not access personnel files for any employee for any reason. Personnel files are to always remain confidential and under lock-and-key.
 - a) If an employee wishes to review their own personnel file, they must request a meeting with the Aquatics Professional Staff to schedule a time to go over the documents in their file.

- b) If an employee is responsible for processing or issuing employee documents (including disciplinary reports), they may not discuss the documents or related incidents with any other members of staff other than the Aquatics Professional Staff.
- c) Employees involved in any workplace incidents/emergencies may not disclose any details of the events or persons involved to others on staff other than the Aquatics Professional Staff.
- d) Any employee found to breach workplace confidentiality may be terminated immediately at the discretion of the Aquatics Professional Staff.

By signing the Aquatics Area-Specific Handbook and the Departmental Handbook, the employee agrees to fulfill the listed duties, meet expectations, and abide by all policies.

The policies, duties, and responsibilities listed in this document are not all-inclusive. Aquatics Professional Staff may assign additional duties not explicitly listed that still remain within the scope of the position. The Aquatics Professional Staff reserves the right to continue to revise this document as the need arises.

Hiring

Any student interested in working for aquatics should apply through recsports.uga.edu/student-employment/ with the aquatics option. The applicants information will be added to the appropriate tracking sheet, contacted via email to thank them for their application, and depending on time of application, given information on how to schedule a skills test and interview or when to expect that to happen if out of hiring season.

A skill screening and interview will be conducted for all applicants. For lifeguarding candidates, this includes the prerequisite swimming skill with the brick retrieval taking place in the diving well. For candidates already certified and if the number of interviewees allows, they will also be assessed on an active front rescue, passive rear rescue, passive submerged rescue, and 5 cycles of individual CPR. For swim instructor candidates, the skills assessment will consist of a 25 yard swim of the following: Freestyle, Breaststroke, Backstroke, Elementary Backstroke, and a 1 minute back float.

Human Resources will receive the candidate's information and the onboarding process will begin. All applicants will need to re-submit their application using the link provided by Human Resources within 48 hours of the link being sent. Once this has been completed, the applicant will complete further Human Resources documentation, including participating in an I-9 session.

If needed, a background check will also need to be completed using the link provided by Human Resources. Positions requiring a background check include: LTS Instructors and Aquatics Managers.

Once the Human Resources onboarding has been completed, the employee must complete HR Onboarding Documents, RecSports101 Training through eLC, and will attend an Aquatics-specific onboarding session. This training will be completed prior to any individual beginning work and will vary in intensity depending on the hiring position. This training provides newly hired Aquatics Staff members the opportunity to familiarize themselves with our program, set expectations and guidelines, cover job-specific duties, and give staff a chance to apply their knowledge and training prior to their first assigned shift. This will cover the following items:

- Introduction of Professional Staff
- UGA Rec Sports Mission, Vision, and Values
- General Employee Expectations
- Position Specific Job Duties and Expectations
- Department Policies and Guidelines
- Employee Performance Guidelines/Maintaining Employment
- Payroll Information
- Scheduling and how to use "When-to-Work"
- Administrative Documentation Overview
- Standard Operating Procedures
- Emergency Action Plans Review and Practice
- Facility Tour (includes location of rescue equipment, LTS equipment, break room, Professional Staff offices, etc.)
- Enrollment in timeclock system
- Uniform Distribution
- Shadow Shift

Maintaining Employment

All members of the Aquatics staff are expected to remain in good standing with the Department of Recreational Sports throughout their employment. All employees must meet the standards of the Division of Student Affairs, Department of Recreational Sports, all Aquatic-specific expectations, and all University of Georgia standards for students and employees.

Recreational Sports Employee Accountability System

The positions within Rec Sports require tremendous responsibility, communication, and professionalism. Rec Sports uses a progressive accountability system as a method of employee management. The following accountability system outlines the point-based system for addressing violations of Rec Sports policies and expectations for student employees across all positions. This system is designed to provide clarity and consistency in addressing student employee conduct while promoting accountability. A continued pattern of policy violation may be cause for termination. Employee accountability will be implemented through a point system

Setting Yourself Up for Success at Rec Sports

At Rec Sports, our team thrives when we commit to professionalism, teamwork, and a shared dedication to creating an inclusive and engaging environment. Our accountability system is designed to support a culture of responsibility, helping all employees meet expectations and contribute to a positive workplace. By focusing on these key behaviors, you'll set yourself up for success and ensure a great experience for yourself, your team, and our participants:

- Communicate Effectively – Foster a welcoming environment by keeping teammates, supervisors, and participants informed. Clear, respectful communication helps ensure smooth operations and a great experience for everyone.
- Be Proactive – Take initiative by anticipating needs and addressing challenges before they arise. A proactive mindset supports a culture of excellence and teamwork.
- Be Punctual – Show respect for others' time by arriving prepared and ready to contribute. Reliability helps create a seamless experience for both staff and participants.
- Embody Our Values – Uphold the principles of Ram Fam, Excellence, Customer Service, and the Spirit of Recreation in your daily interactions. Your actions help bring these values to life.
- Take Pride in Your Work and Our Brand – Represent Rec Sports with professionalism, enthusiasm, and a commitment to making every interaction positive and meaningful.

Our accountability system is in place to ensure fairness, consistency, and alignment with these expectations. By integrating these behaviors into your role, you'll contribute to a positive work environment while developing valuable skills that will benefit you beyond Rec Sports.

Point System Guidelines

If an employee accumulates 6 points during a semester, their employment with UGA Rec Sports is subject for termination. Points can be accumulated by student employees by various violations. At the conclusion of each semester, all accumulated disciplinary points for Rec Sports student employees will be cleared. This reset ensures student employees have a fresh start and encourages adherence to Rec Sports policies and expectations. However, it is important to note that repeated violations within the same academic year may result in progressive disciplinary action.

Coaching and Disciplinary Action

If a student employee displays actions that infringe upon the standards and violations set forth, a write-up must be issued for said employee. The following is the procedure by which one shall abide given the need for disciplinary action. Unless otherwise specified in this document, area or direct supervisor is defined as professional staff, graduate assistants, or professional interns responsible for the functional area in which the student is employed. Manager is defined as a student manager, supervisor, or program assistant.

1. If a professional staff member or student manager/supervisor observes actions that directly negate our policies and procedures, they must first notify the employee that a write-up is being issued. Depending on

the severity of the issue, the student employee's direct supervisor must also be notified via email or phone call. The communication with the student must occur privately in a professional manner.

2. Student employees will sign off on all accountability documentation unless the student is not present on shift at the time the accountability documentation is completed. Area supervisors will send an email notifying student employees anytime points are accrued.
3. If a student accumulates 3 points at any point in the semester, the student employee must meet with their area supervisor to discuss the employee's performance within 1 business week of the email notification or have the meeting scheduled within 1 business week of being notified. If this meeting does not occur, the employee will incur additional disciplinary repercussions. During this meeting, an employee accountability form will be filled out, an improvement plan will be created, and the employee will be reminded of the point system.
 - a. The student employee will be given the opportunity to add any comments they deem necessary on the employee performance report when they meet with their area supervisor.
4. After a student accumulates 5 points, the student employee will be removed from any scheduled shifts until they meet with their area supervisor to discuss their performance. This meeting must be scheduled within 1 business week of the email notification. If this meeting does not occur, the employee will incur additional disciplinary repercussions. During this meeting, if an improvement plan has not already been created, an improvement plan will be created, and the employee will be reminded of the point system. If an improvement plan is already in place, this plan will be revisited and revised (if needed). If deemed necessary, the area supervisor can place the student on probation or suspension after the disciplinary meeting as part of the improvement plan. In the case a student works in multiple areas, all area supervisors should be present for the disciplinary meeting.
 - a. The student employee will be given the opportunity to add any comments they deem necessary on the student employee accountability form when they meet with their area supervisor.
 - b. If needed, area supervisors may choose to remove the student from all shifts starting the week following to find ample coverage for student shifts. Students will still be expected to schedule a meeting with their supervisor within 1 business week of the email notification of their 5-point accrual.
5. If a student accumulates 6 points, the student employee will be subject to immediate termination. A notification email will be sent to the student employee, outlining that they have reached 6 points and will be removed from the schedule immediately while their performance documentation is under review. This email will also include the employee performance documentation form. The termination decision will be made by the supervisor after careful review of the student employee's record and the severity of the violations. Separation forms are completed by the area supervisor, and the student employee is no longer an employee of Rec Sports. Upon termination, the student employee will be required to return all Rec Sports property and removed from all official platforms (When2Work, GroupMe, etc.)
6. Area supervisors and managers are encouraged to coach employees on policies and procedures when 1 point or 0.5-point violations are noticed. A verbal warning may be given only on 0.5-point violations and only on their first occurrence. Any 0.5-point violations after this first occurrence will result in an immediate point violation. Verbal warnings should be documented by the issuing supervisor/manager to ensure numerous verbal warnings have not been given to the same student for repeated offenses.
7. In the case a student works in multiple areas, initial disciplinary meetings will default to the supervisor of the area in which most of the points have been accrued.
 - a. Area supervisors are encouraged to collaborate and communicate regarding disciplinary actions involving shared student employees. If preferred, they may hold joint disciplinary meetings with shared student employees.
 - b. For students working in multiple areas, all area supervisors should be present for disciplinary meetings for employees with 5 or more points.

Violations and Point-Assignment

Immediate Termination Violations

Includes but are not limited to, very serious behaviors or actions which may endanger the safety or wellbeing of staff & participants, or are violations of State of Georgia law, University of Georgia, or UGA Rec Sports policies and procedures. Immediate termination includes but is not limited to the behaviors below.

- Theft or intentional damage of department, University, or another person's property
- Falsification of timesheets/payroll
- Falsifying documents
- Reporting to work under the influence of illegal drugs or alcohol
- Use of alcohol or illegal drugs while on duty
- Creating or contributing to an unsafe, hazardous, or hostile environment
- Sleeping while on shift and clocked in
- Unauthorized use or abuse of Recreational Sports, University or State property
- Violation of the University's NDAH policy
- Physical harassment of participants or staff
- Failure to comply with UGA and campus policies including but not limited to the UGA tobacco policy and weapons on campus policy
- Failure to complete required UGA and/or USG training including but not limited to Cyber Security training, Right to Know training, and Ethics training
- Other behavior or actions which are deemed detrimental to UGA Rec Sports and/or the University of Georgia by the Professional Staff

3-Point Violations:

Includes but are not limited to significant behaviors and actions which show disregard for the rights of participants, abuse of participants or other staff, or disregard for UGA Rec Sports policies and procedures.

- Insubordination towards student supervisor/manager or Professional Staff
- Prejudicial/Discriminatory behavior or language
- Missed shift (includes shifts, area specific meetings/trainings, safety trainings, disciplinary meetings, and Rec Sports All-Staff Trainings)
- Failure to notify and receive approval from area supervisor 1 business hours prior to a missed shift will result in receiving a 3-point violation.
- Failure to maintain patron or staff privacy (EX: sharing patron or staff 81#, email, phone number, schedule, financial information)
- Verbal harassment of participants or staff
- Loss or negligent damage to equipment (i.e. keys, iPads, recreation set-up items, radios) belonging to the University of Georgia or Rec Sports
- Failure to complete opening or closing duties detrimental to facilities, operations, programs, and services.
- Engaging in conduct unbecoming of a Recreational Sports employee, including but not limited to inappropriate behavior or failure to adhere to policies and procedures related to Recreational Sports facilities, programs, or services.

2-Point Violations:

Includes but is not limited to moderate violations of UGA Recreational Sports policies and procedures or inappropriate behaviors displayed by a student employee.

- Arriving more than 20 minutes late to a scheduled shift, meeting, or training with prior notification
- Late arrival that does not permit student to complete job responsibilities will be considered a missed shift
- Arriving 10-20 minutes late to a shift without prior notification[CB5.1]
- Failure to enforce Rec Sports policies and procedures

- Misuse of work on computers and iPads (Includes getting on the internet for non-work-related purposes, doing homework, etc.)
- Failure to complete the Rec Sports 101 or other assigned training(s) by assigned date
- Failure to pick up shifts or submit availability in WhenToWork by assigned date(s) without supervisor approval
- Leaving your position without authorization/leaving shift early without permission
- Improper handling of funds (deposit bags, incorrect change procedures, etc.)
- Repeated calling out from shifts with less than 1 business day notice to supervisor
- Inappropriate communication or behavior that does not promote customer service
- Failure to complete injury or incident report
- Failure to secure appropriate UGA equipment at closing
- Failure to maintain updated safety or position-related certifications (may also result in removal from schedule until necessary certification(s) is/are obtained)

1-Point Violations:

- Includes but is not limited to minor violations of UGA Recreational Sports policies and procedures or inappropriate behaviors displayed by a student employee.
- Arriving 10-20 minutes late to a shift, meeting, or training with prior notification
- Arriving less than 10 minutes late to a shift, meeting, or training without prior notification
- Failure to logout of Fusion or point of sale when leaving a station
- Failure to complete job-related task/checklists/documentation (rounds, counts, inventory, etc.)
- Failure to respond to supervisor communication (email, text, call, etc.) in a timely manner
- Cell phone usage is interfering with job responsibilities and responsiveness
- Doing schoolwork on shift without supervisor approval
- Repeated unexcused clocking in / clocking out late
- Failure to complete minor opening or closing duties correctly
- Inattentive monitoring of UGA Rec Sports facilities and/or programs

0.5-Point Violations:

- Includes but is not limited to minimal violations of UGA Recreational Sports policies and procedures or inappropriate behaviors displayed by a student employee.
- Arriving less than 10 minutes late to a shift, meeting, or training with prior notification
- Violation of area dress code policies (includes nametag, appropriate shoes, staff shirt, etc.)
- Improper use of university phones/communication devices
- Failure to clock in/out

Appeals

Should a student feel that their points are unwarranted or misrepresented, they are encouraged to reach out to their direct supervisor and the HR Manager.

Reporting Bias

Students may use the form to report any act of bias they experience or observe directed against anyone else. UGA students may also submit a report by visiting: <https://eoo.uga.edu/Report/>

Suggestions/Concerns

Rec Sports full-time staff rely on student employees to uphold and enforce all Rec Sports policies and procedures, both for themselves and their peers. Any HR related suggestions/concerns can be sent to the HR Manager at recpay@uga.edu. Any other suggestions/concerns can be sent to the Assistant Director for Staff Engagement and Data Management.

Continuation of Training

The Department of Recreational Sports strives to provide professional development opportunities for all staff members by providing regular trainings. Some trainings may be area-led and area-specific, and others may be department/university guided trainings.

Annual Training

In Aquatics, all members are expected to attend the Annual Training held in the fall semesters. This training involves an all-staff component with members from the Department, followed by an Aquatic-specific training. At the Annual Training, staff will review employee expectations, standard operating procedures, facility policies, updates to the program, and any position-specific skills practice.

Handbook Review

All staff members of the Department of Recreational Sports are required to review the Department Handbook and their area-specific Handbook(s) every year semester.

Cybersecurity Awareness Training

All staff members of the Department of Recreational Sports are required to complete the Cybersecurity Awareness Training each April and October. Employees will receive an email on the first day of April and October from ArchNews with directions on how to access the training through the Professional Education Portal. Training must be completed by the end of the month to continue working.

In-service

Aquatics staff members must attend and participate in their position-specific in-service trainings regularly as they are offered. These trainings are an opportunity to review important materials, make announcements, engage in discussions, stay up-to-date on skills, and more. Staff will be notified of their upcoming in-service trainings with adequate notice. Any missed trainings must be made up as soon as possible. For those with Lifeguarding certifications, 4 hours of the Lifeguard in-service training must be completed every month in order to remain eligible to work. Any Lifeguard who does not meet this requirement will be removed from the schedule until all skills and materials have been made up.

Additional trainings may be assigned at the discretion of the Aquatics Professional Staff, Department of Recreational Sports, Division of Student Affairs, or the University of Georgia. All trainings are mandatory for staff members and failure to complete any trainings by the posted deadlines may result in disciplinary procedures.

Scheduling

The Department of Recreational Sports utilizes the online scheduling software, WhentoWork (W2W). All Aquatics employees will set up a W2W profile upon hiring, and will be responsible for keeping their work availability up-to-date. All shifts will be assigned through W2W and all employees are expected to show up for all assigned shifts, and only the shifts they are assigned. As a team, the Aquatics staff is responsible for covering all unassigned shifts.

Lifeguards and Managers

When2Work Availability

Lifeguards and Managers will be assigned weekday shifts based on the availabilities they list on their W2W profiles. If a staff member does not have their availability listed properly to reflect other commitments (class, organizations, other jobs, etc.) it is the responsibility of that staff member to find coverage for their shift. Staff must keep their availabilities as up-to-date as possible, and are expected to only block off the times they absolutely cannot work with the Red color. Any other times should use the Green, White, or Pink colors accordingly.

Lifeguards are required to maintain a minimum of 10 hours of schedulable availability each week. This availability may be broken up at the discretion of the employee but must be reflected in the following manner: time blocks of no less than 2 hours, during operating hours of Monday – Friday, split within at least 2 week days, and must fall from the hour-to-hour marks (ex: 3pm – 5pm, or 9am – 11am). If the 10 hour minimum cannot be met, the staff member has the option to be a Sub-Guard. Expectations are to attend regular in-service, pick up at least two shifts a month, and work holidays with the exception of their approved holiday/break.

Managers are responsible for their repeating weekly shifts regardless of When2Work availability during the week. If a conflict arises, the Manager must find the proper coverage for their shift. The Manager's weekly schedule will not be limited to only those requested Manager shifts, but may include additional Lifeguard shifts based on listed W2W availability if selected. At the beginning of each semester, they have an opportunity to notify the PA for Lifeguard Operations and Senior Coordinator that they would like to not be scheduled for lifeguard shifts.

Manager Shift Draft

Repeating manager shifts are selected through a draft process at the end of the previous semester. Order will be by seniority based on completion of shadow shifts and first manager shift worked. For new managers, this will be their first act as managers. Their order is determined on lifeguarding start date until shadow shifts are complete. Veteran managers will complete one selection round before new managers select. One whole round then starts another with new managers added at the end. Managers can elect to skip their selection if they do not want any more shifts or there are none available that they could fill. If a shift cannot be filled, adjustments can be made to make it work for the semester.

Trading Shifts

Lifeguards and Managers may pick-up, drop, and trade shifts using the Tradeboard function on W2W. All trades must be complete in order for employees to work the desired shifts. If a shift is awaiting employee or Manager approval, the member that is currently assigned is responsible until approved. If within 24 hours or over a weekend, notify the senior coordinator for approval. If a pick-up puts the employee over their maximum hours for the week, the senior coordinator will have to either approve or deny the request at their discretion. Approvals to work over the maximum number of hours for the week only occur on special occasions with the permission of the Department's Human Resource Team.

Draft and Preferences Form

All Lifeguards and Managers will select their rotating weekend group, holiday weekend, and in-service day via the Draft and Preferences Form that is sent prior to each semester.

Rotating Weekends

Lifeguards, Managers, and PAs have the option to rank which weekend group, each containing 4 weekends during the semester, they would like to be assigned to. Once they are assigned and published, staff are expected to keep their availabilities open using green or white on W2W for scheduling purposes from Friday at 5pm to Sunday at 8:30pm. Red can be used but will not guarantee that a staff member does not get scheduled. They must submit a

time-off request with a comment and get approved to not get scheduled. Staff that works at least one shift during their weekend will be considered “working the weekend.” Up to one weekend of their four may be taken off without penalty.

Staff may trade weekend shifts amongst themselves as they desire. Staff may elect to pick up additional weekend shifts as they desire, but this generosity does not pardon them from their assigned weekend responsibilities.

Some weekends may not be a part of the Rotating Weekend Schedule due to a special event. In these circumstances, staff will be notified of the event. For these weekends, all staff is expected to keep their availabilities open.

Holiday/Break Draft

Staff will select one holiday/break to guarantee they do not get scheduled. Once approved holidays are posted, the staff member will not be expected to work during that holiday/break, but only for the specific dates listed. If a staff member makes plans on the days prior to/after the designated break, it is their responsibility to find coverage for any assigned shifts during those dates outside of the request.

Additional holiday time off request will be approved on a first-come/first-served basis. If an employee’s request is denied, they will be expected to maintain an open availability during the holiday/break in question. Special circumstances should be discussed with professional staff. Below are options that may be included in a Holiday/Break draft. Note that not all of these may be included depending on scheduling for each semester, and Professional Staff may add/switch out a different holiday from the list below:

Fall Semester Holidays/Breaks

- Labor Day Weekend (Friday @ 5pm-Monday)
- Fall Break (Thursday @ 5pm – Sunday)
- Thanksgiving (Wednesday – Sunday)
 - o The building is closed Thursday-Saturday but staff may have to be present for UGA Team Practices
- Finals Weekend/SEC Football Championship (Friday - Sunday)

Spring Semester Holidays/Breaks

- MLK Weekend (Friday @5pm – Monday)
- Spring Break 1 (Saturday – Wednesday @2pm)
- Spring Break 2 (Wednesday @2pm – Sunday)
- Finals Weekend (Friday - Sunday)

Learn-to-Swim and Safety Instructors

Learn-To-Swim Instructors will pick up private lessons based on the availability of the participant and their own schedule. After being connected with their participant and lessons scheduled, instructors must fill out the private lesson reporting form for the PA for Swim Lessons to enter lesson times into When2Work. Shifts will be scheduled with a 15-minute buffer, unless scheduled back-to-back, to allow for set up and clean up.

Substitutes may not be used for any Private Swimming Lessons. If an instructor commits to a Private Swimming Lesson and then can no longer maintain the expected availability to meet with the participant, professional staff and the PA for swim lessons reserves the right to re-assign the lesson to an alternate Instructor.

Any Instructors who are dual-employed in Aquatics may not pick-up Instructor assignments if these will put the employee over hours for the week (unless they have been given the approval of the Professional Staff). Instructors may not double-book themselves between a class/lesson and an already assigned Lifeguard/Manager shift (if it is a repeating-weekly shift, this is considered a commitment and the Instructor is already assigned even if the schedule

has not yet been published). If this occurs, the Instructor is responsible for finding coverage for one of the overlapping shifts.

Instructors for safety programming will be determined at the beginning of each semester based on availability. For weekly CPR/AED classes, instructors are selected for classes based on rotation availability.

Safety Instructors may not reschedule any class sessions for any reasons. Class sessions have been scheduled specifically by the Professional Staff and are not flexible. Safety Instructors are expected to teach within the specific periods listed on their W2W shifts. If an Instructor consistently has issues teaching over their assigned hours, instructors are expected to speak with professional staff about the timing issue. The assigned times on W2W include time before participants arrive to grab materials and set up the class, as well as after participants leave to clean/sanitize equipment and return items to the Safety Cage.

Dress Code

The Department of Recreational Sports has approved a specific uniform for all part-time/student employees. All staff members are expected to follow the departmental uniform policies, as well as those set specifically by Aquatics for all assigned shifts. The uniform must be worn at all times when on shift unless it is specifically mentioned in the position-specific uniform policy.

General Uniform: to be adhered to by all Aquatics employees

- Clean and professional appearance
 - o Must not wear clothing with holes, rips, tears, or excessive stains (replacement shirts may be provided if deemed necessary to meet uniform requirements)
- Tattoos are permissible as long as they are not deemed offensive in nature
 - o If needed, a tattoo sleeve, cover, or bandage must be worn over the tattoo in question at the discretion of the Professional Staff
- Items/articles with political affiliations may not be worn when on shift and identifiable as a Ramsey employee
- Hats are not permitted to be worn by any employees while on shift
- Sunglasses are not permitted to be worn by any employees while on shift
- Religious attire is permitted as long as the member may perform all essential job functions and duties without impairment or safety risk
- Swimming Suit (does not need to be worn, but must be brought with to every assigned shift)
- Fox40 whistle on a breakaway lanyard
 - o Provided by the Department
 - o A Lifeguard may choose to use a personal whistle as long as it is a Fox40 style and is on a lanyard with the breakaway function
- Hip pack containing: Resuscitation mask and disposable gloves
 - o Hip packs are shared by staff and are kept in the Lifeguard Office, personal packs may be used if red or black
 - o Resuscitation masks, disposable gloves, and first aid supplies are provided by the Department
- Rescue Tube must be worn and carried at all times when performing surveillance and rotating between Lifeguard stations
- Jewelry
 - o Jewelry must be small enough and tight to the skin in order to not catch, scratch, or harm anyone during a save or while teaching lessons
 - Swim instructors should limit jewelry that could be grabbed onto by participants
 - o Rings and earrings are permissible, but the staff member acknowledges the Department is not responsible for lost/damaged items
 - o Watches may be worn as long as they do not violate the Electronics Policy that is defined in the Aquatics Staff Expectations section

Lifeguard Uniform: to be adhered to by all Aquatics Lifeguards

- Red, Ramsey "Staff" shirt
 - o Provided by the Department
- Black, quick-dry athletic shorts/swimming trunks
- Hair:
 - o Long enough to cover the eyes but not go past the chin- must be secured back either using a half-up fashion or a headband
 - o Long enough to go past the chin must be entirely secured back

- Shoes, if worn, must meet the following guidelines
 - o Easy slip on/slip off, such as flip flops, slides, sandals, etc.
 - o Close-toed, running-style shoes may not be worn when on surveillance duty: must be taken off when on the Lifeguard stand or when on a standing/roving station
- Bulky Clothing/Winter Wear
 - o During colder months, leggings are an acceptable alternative to shorts. No sweatpants are allowed
 - o Jackets/Pullovers must be UGA Themed or branded, RecSports quarter zip is preferred but not required. They are available to purchase in the business office
 - Staff shirt on the outside of the sweatshirt is preferred to remain identifiable

Manager Uniform: to be adhered to by all Aquatics Managers when working a Manager shift

- Black, Ramsey “Manager” shirt
 - o Provided by the department
- Khaki, or khaki-style shorts/pants
 - o Approved colors: khaki, black, grey, or navy
 - o Must be made of a similar, lightweight material that khaki pants have
 - Due to the possibility of having to enter rotation and potentially enter the water to perform/assist with a rescue, heavy material pants/shorts are not permitted as these can weigh down the Manager and pose a safety risk (jeans, sweatpants, etc.)
- Aquatics walkie talkies and Department Radios should be carried/worn on the hip pack at all times when on shift
- Hair does not need to be secured back unless the Manager must perform surveillance duties, in which case the Manager must follow these guidelines:
 - o Long enough to cover the eyes but not go past the chin- must be secured back either using a half-up fashion or a headband
 - o Long enough to go past the chin must be entirely secured back
- Shoes must be worn at all times and have a heeled back and closed-toe (if the Manager must perform surveillance duties, the shoes should not be worn only when performing surveillance)
 - o Managers are expected to walk around the facility and through the pump rooms to perform safety inspections, and open-toed or slide on shoes pose a safety risk to the Manager

Learn-to-Swim Instructor Uniform: to be adhered to by all LTS Instructors when working Swim Lessons

- When arriving to an assigned lesson, Instructors must wear the following in order to be identifiable to participants and other staff members:
 - o Red, Ramsey “Staff” shirt
 - Provided by the Department
 - o Black shorts/swimming trunks
 - o Footwear (to enter the facility and walk to the pool deck)
- During lessons, Instructors should meet the following guidelines:
 - o Swimming Suit:
 - Females: one-piece swimming suit
 - Free from: side cut-outs, deep-cut neckline, buckles, beads, removable straps, or mesh/see through panels
 - Males: swimming trunks/board shorts
 - Must have a liner
 - Rash guards/swim shirts may be worn if the Instructor chooses
 - Must not be made of cotton

- Hair:
 - Long enough to cover the eyes but not go past the chin- must be secured back either using a half-up fashion or a headband
 - Long enough to go past the chin must be entirely secured back

Safety Instructor Uniform: to be adhered to by all Safety Instructors when working a Safety Instructor shift

- No specific requirement for top or bottoms, must be comfortable to teach, perform skills, and move around deck in. Much represent the university in an appropriate way
- When teaching land-based skills:
 - Shoes must be always worn and support movement and not impede ability to perform skills
 - Hip pack (CPR classes only) containing: Resuscitation mask, disposable gloves, band aids, and gauze pads
 - Hip packs are shared by staff and are kept in the Lifeguard Office
 - Resuscitation masks, disposable gloves, and first aid supplies are provided by the Department
 - Jewelry may be worn, unless it poses a safety concern when performing/demonstrating skills
 - Watches are encouraged to help keep track of time, but should not violate the Electronics Policy that is defined in the Aquatics Staff Expectations section
- When teaching water-based skills:
 - Swimming Suit must be worn
 - Females: one-piece swimming suit
 - Free from: side cut-outs, deep-cut neckline, buckles, beads, removable straps, or mesh/see through panels
 - Males: swimming trunks/board shorts
 - Must have a liner
 - Rash guards/swim shirts may be worn if the Instructor chooses
 - Must not be made of cotton

Program Assistant Uniform: to be adhered to by all Program Assistants when working PA shifts

- Office Attire that is properly fitted is strongly recommended
 - The Program Assistant position is a para-professional role that allows an employee the opportunity to begin developing skills necessary for a full-time position, which includes professional dress
 - Semi-Business casual should dictate dress, clothes should represent the department appropriately
 - Nametag is not required on all shifts
 - Active wear should only be worn if completing event set up/tear down or maintenance around the facility
- Shoes must be worn at all times and be appropriate for the functions being performed (ex: if setting up for an event, close-toed/protective footwear must be worn)
- Jewelry may be worn (unless setting up for an event and the jewelry poses a safety risk)
- Hair may be styled/worn on personal preference

Program Assistant - Lifeguard Operations Position Description

Under the direction of the Aquatics full-time staff and Aquatics, the Program Assistant serves as a leader and liaison to the Aquatics program. This position assists the professional staff with the daily administration of the facility and programs, and the supervision of the student staff. In addition to the Aquatics Staff Expectations, this position is responsible for:

Responsibilities

1. Assist the Aquatics full-time staff in the administration of the daily and program operations for the Ramsey Center Natatorium.
2. Supervise Ramsey Aquatics Managers and Lifeguards.
3. Assist with creating employee schedules and staff meeting agendas.
4. Update daily grids and rec swim schedules to include user groups, in-house programs and lane line changes.
5. Provide opportunities for leadership and professional development to Aquatics Managers.
6. Assist in the preparation, set-up, and facilitation of Aquatics special events to include NCAA-sanctioned Swimming and Diving events, USA-sanctioned Swimming and Diving events, GHSA-sanctioned Swimming and Diving events, triathlons, etc.
7. Work with the AQ Senior Coordinator and PA for Special Events to create schedules for events and staff for special events
8. Assist the Aquatics full-time staff in the facilitation of employee meetings, general training, and lifeguard in-service training
9. Foster a beneficial employee culture and take part in the recognition of employees exceeding their job qualifications.
10. Regularly communicate with lifeguard staff for program updates and changes in scheduling.
11. Communicate with the AQ Coordinator on a daily or weekly basis to efficiently work together. This Pro-Staff member will be who you work closest to, so it is important to build a professional relationship with them.
12. Serve as the liaison for aquatics with the rest of the Recreational Sports Department.
13. Identify areas for improvement and use creative thought processes and Aquatics knowledge/resources to submit proposals for change.
14. Attend and participate in lifeguard in-service training.
15. Work Aquatics Lifeguard, Aquatics Manager, and Program Instructor shifts as needed.
16. Assist in facility maintenance, cleaning, and safety checks.
17. And other duties as assigned by the full-time Aquatics staff.

Qualifications & Requirements

1. At least one semester experience at the Aquatics Manager level.
2. Availability to work during special events as needed.
3. In good standing with The University of Georgia and Recreational Sports.
4. Ability to work in a fast-paced environment.
5. Strong initiative and leadership abilities.
6. Possesses strong communication and interpersonal skills; works well with others

**Program Assistant - Risk Management
Position Description**

Under the direction of the Aquatics full-time staff, the Program Assistant serves as a leader and liaison to the Aquatics program. This position assists the professional staff with the daily administration of the facility and programs, and the supervision of the student staff. In addition to the Aquatics Staff Expectations, this position is responsible for:

Responsibilities

1. Assist the Aquatics full-time staff in the administration of the daily and program operations for the Ramsey Center Natatorium.
2. Supervise Aquatics Managers, Aquatics Lifeguards, and Safety Training Instructors.
3. Plan and conduct regular Safety Instructor meetings and in-services as well as new staff training and orientations with new Safety Instructors.
4. Conduct inventory for all safety courses.
5. Work with the Senior Coordinator to create a schedule for instructors and reoccurring classes before the start of each semester
6. Monitor registration for all safety courses to ensure class minimums have been met and contact participants when classes are canceled.
7. Contact safety course (CPro, Adult/Ped, etc) participants before classes begin to give instructions. Lifeguard classes will be sent by the Senior Coordinator
8. Coordinate and interact with program participants/guardians for Safety Training.
9. Enter all safety instructor shifts in When2Work after finalized by Senior Coordinator. Update as needed
10. Keep the facility go-bags stocked and report to professional staff when additional materials need to be ordered through the Go-Bag inventory system
11. Assist in maintaining records and reports of daily operations relating to safety courses and safety instructors to include: employee documentation forms, incident reports, accident reports, employee on-boarding, and training documents.
12. Assist in the facilitation of guided discussions with the safety instructor staff for employee performance reviews, staff wellness checks, and disciplinary action meetings.
13. Assist the Aquatics full-time staff in the facilitation of employee meetings, general training, and planning lifeguard in-service training
14. Identify areas for improvement and use creative thought processes and Aquatics knowledge/resources to submit proposals for change.
15. Work Aquatics Lifeguard, Aquatics Manager, and Program Instructor shifts as needed.
16. Assist in facility maintenance, cleaning, and safety checks.
17. And other duties as assigned by the full-time Aquatics staff.

Qualifications & Requirements

1. At least one semester's experience at the Aquatics Manager level.
2. Possess an LGI certification and experience teaching classes at UGA Rec Sports
3. Availability to work during special events.
4. In good standing with The University of Georgia and Recreational Sports.
5. Ability to work in a fast-paced environment.
6. Strong initiative and leadership abilities.
7. Possesses strong communication and interpersonal skills; works well with others.

Program Assistant - Special Events
Position Description

Under the direction of the Aquatics full-time staff, the Program Assistant serves as a leader and liaison to the Aquatics program. This position assists the professional staff with the daily administration of the facility and programs, and the supervision of the student staff. In addition to the Aquatics Staff Expectations, this position is responsible for:

Responsibilities

1. Assist the Aquatics full-time staff in the administration of the daily and program operations for the Ramsey Center Natatorium.
2. Supervise Aquatics Managers and Lifeguards.
3. Assist PA for Lifeguard Operations with creating employee schedules and event schedules for special events
4. Aid in the communication with various user groups to ensure understanding of pool set up.
5. Aid professional staff in their communications with other departments in the facility, such as the events staff for materials needed to do set-up and the overall facilities staff to ensure that facility staff are properly staffed and prepared for any and all aquatics based events.
6. Ensure that staff is aware of any responsibilities leading up to and during the meet and that they are completed within a timely manner
7. Work to ensure that all risk management, walkthroughs, etc. are completed with the event hosts before the start of the event.
8. Assist in the facilitation of guided discussions with the staff for employee performance reviews, staff wellness checks, and disciplinary action meetings.
9. Assist in the preparation, set-up, and facilitation of Aquatics special events to include: NCAA-sanctioned Swimming and Diving events, USA-sanctioned Swimming and Diving events, GHSA-sanctioned Swimming and Diving events, triathlons, community swim events, and departmental events. .
10. Assist the Aquatics full-time staff in the facilitation of employee meetings, general training, and lifeguard in-service trainings as needed
11. Identify areas for improvement and use creative thought processes and Aquatics knowledge/resources to submit proposals for change.
12. Work Aquatics Lifeguard, Aquatics Manager, and Program Instructor shifts as needed.
13. Assist in facility maintenance, cleaning, and safety checks.
14. And other duties as assigned by the full-time Aquatics staff.

Qualifications & Requirements

1. At least one semester experience at the Aquatics Manager level.
3. Availability to work during special events.
4. In good standing with The University of Georgia and Recreational Sports.
5. Ability to work in a fast-paced environment.
6. Strong initiative and leadership abilities.
7. Possesses strong communication and interpersonal skills; works well with others

Program Assistant – Staff Engagement Position Description

Under the direction of the Aquatics full-time staff, the Program Assistant serves as a leader and liaison to the Aquatics program. This position assists the professional staff with the daily administration of the facility and programs, and the supervision of the student staff. In addition to the Aquatics Staff Expectations, this position is responsible for:

Responsibilities

1. Assist the Aquatics full-time staff in the administration of the daily and program operations for the Ramsey Center Natatorium.
2. Supervise Ramsey Aquatics Managers and Lifeguards.
3. Assist with creating staff meeting agendas.
4. Inventory and track daily AQ Manager Paperwork and report any issues to the AQ Senior Coordinator
5. Provide opportunities for leadership and professional development to Aquatics Managers.
6. Assist PA for Special Events in the preparation, set-up, and facilitation of Aquatics special events to include: NCAA-sanctioned Swimming and Diving events, USA-sanctioned Swimming and Diving events, GHSA-sanctioned Swimming and Diving events, triathlons, etc.
7. Assist the Aquatics full-time staff in the facilitation of employee meetings, general trainings, and lifeguard in-service trainings as needed
8. Create relationship building programs for aquatics staff (lifeguard teams, team building exercises during in-service, etc.).
 - o Application of real-world events and happenings to staff activities and engagement (i.e.. March madness, world cup, college football playoffs, etc.)
9. Foster a beneficial employee culture and take part in the recognition of employees exceeding their job qualifications (Welcoming new staff, Lifeguard/Manager of the Month, Staff Shoutouts, etc.)
10. Regularly communicate with lifeguard staff for program updates and required trainings (cybersecurity, ethics training, etc.)
11. Communicate with the AQ Coordinator on a daily or weekly basis to efficiently work together. This Pro-Staff member will be who you work closest to so it is important to build a professional relationship with them.
12. Serve as the liaison for aquatics with the rest of the Recreational Sports Department. This PA is highly encouraged to serve as an aquatics representative on RecSports Council
13. Identify areas for improvement and use creative thought processes and Aquatics knowledge/resources to submit proposals for change.
14. Attend and participate in lifeguard in-service trainings.
15. Work Aquatics Lifeguard, Aquatics Manager, and Program Instructor shifts as needed.
16. Assist in facility maintenance, cleaning, and safety checks.
17. And other duties as assigned by the Aquatics full-time staff.

Qualifications & Requirements

1. At least one semester experience at the Aquatics Manager level.
2. Availability to work during special events as needed.
3. In good standing with The University of Georgia and Recreational Sports.
4. Ability to work in a fast-paced environment.
5. Strong initiative and leadership abilities.
6. Possesses strong communication and interpersonal skills; works well with others

Program Assistant - Swim Lessons Position Description

Under the direction of the Aquatics full-time staff, the Program Assistant serves as a leader and liaison to the Aquatics program. This position assists the professional staff with the daily administration of the facility and programs, and the supervision of the student staff. In addition to the Aquatics Staff Expectations, this position is responsible for:

Responsibilities

1. Assist the Aquatics full-time staff in the administration of the daily and program operations for the Ramsey Center Natatorium.
2. Supervise Ramsey Aquatics Learn-to-Swim Instructors and Lifeguards.
3. Plan and conduct regular swim instructor meetings and in-services as well as new staff training and orientations with new LTS instructors.
4. Conduct inventory for Learn-to-Swim classes.
5. Assign LTS instructors to group swim lessons.
6. Monitor swim lesson registration for group lessons to ensure class minimums have been met and contact participants when classes are canceled.
7. Contact group swim lesson participants via Fusion Software to relay all swim lesson information before the first day. Reminder emails must be sent out 2 business days in advance before first lesson.
8. Create and revise new and existing email templates sent out to participants in Fusion.
9. Manage private swimming lesson registration by matching instructors to participants and monitoring progress throughout the entirety of lessons purchased.
10. Enter all swim lesson scheduling, both private and group, in When2Work.
11. Assist in maintaining records and reports of daily operations that relate to swim lessons and swim instructors to include: employee documentation forms, incident reports, accident reports, employee on-boarding, and training documents.
12. Assist in the facilitation of guided discussions with the swim instructor staff for employee performance reviews, staff wellness checks, and disciplinary action meetings.
13. Identify areas for improvement and use creative thought processes and Aquatics knowledge/resources to submit proposals for change.
14. Be present for and monitor children's group swim lessons through our Youth Learn-to-Swim program.
15. Coordinate and interact with program participants/guardians for Youth LTS classes.
16. Work Aquatics Lifeguard, Aquatics Manager, and Program Instructor shifts as certified and needed
17. Other duties as assigned by the Aquatics full-time staff.

Qualifications & Requirements

1. At least one semester experience as a Swim Instructor
2. Availability to work during special events and regularly scheduled swim lessons.
3. In good standing with The University of Georgia and Recreational Sports.
4. Ability to work in a fast-paced environment.
5. Strong initiative and leadership abilities.
6. Possesses strong communication and interpersonal skills; works well with others.

Aquatics Manager Position Description

The Aquatics Manager performs a significant role in the daily supervision and operation of aquatics facilities at the Ramsey Student Center. Under the supervision of the Event Facilitators and aquatics full-time staff, the Aquatics Manager assists in creating and maintaining a safe and pleasant environment for those who use the facility.

Responsibilities

Primary:

1. Maintain effective lifeguard rotation and surveillance through knowledge of zones, rotation plans, and user group needs
2. Complete any paperwork, forms, or documentation required by a shift
3. Ensure the safety of patrons and coworkers by maintaining a thorough understanding of building policies and procedures.
4. Maintain and uphold the standards set forth in the Lifeguard and Aquatics Manager manuals regardless of position being worked
5. Act accordingly in an emergency situation and provide the leadership needed to ensure that the victim receives appropriate care. Ensure all follow-up procedures are completed.
6. Provide a direct link of communication between the aquatics full-time staff and lifeguards.
7. Ensure that all programs, facilities, and equipment in the recreational areas are operating in a safe and efficient manner. This includes taking a leadership role in facility set-ups and clean-ups (lane line changes, special events).
8. Provide customer service support for all programs and user groups.

Secondary:

1. Serve as a resource to patrons and staff members by providing accurate information regarding pool schedules, programs and other aquatic information.
2. Attend monthly in-service training and departmental trainings.
3. Supervise and actively support the efforts of the Aquatics staff members and provide positive leadership through the demonstration of professional behavior.
4. Foster the culture of *RamFam* through a positive attitude, engaging staff (old and new), and creating an environment that promotes the values of Rec Sports.
5. Assist the full time aquatics staff in the performance of administrative duties.(e.g. record keeping, staff training, facility set up, and last minute shift coverage)
6. Assist in leading staff in-service training throughout the academic year as needed

Qualifications/Requirements

Candidates for the position of Aquatics Manager are expected to meet the following criteria:

1. Be a current staff member in good standing.
 - a. No more than 3 accountability points as of interview date
2. Be a member of the Lifeguarding staff for a minimum of 1 full semester
 - a. January 1st for Summer or Fall start applicants
 - b. April 1st for Fall start applicants if this round is active
 - c. August 1st cutoff for spring start applicants
3. Attend all staff meetings and in-service training sessions
4. Availability for bi-weekly manager meetings
5. Work at least one repeating weekly shift each semester

Aquatics Lifeguard Position Description

The Aquatics Lifeguard plays a fundamental role in maintaining safety in an aquatics environment at the Ramsey Student Center. In addition to the Aquatics Staff Expectations, and the guidelines set forth by the American Red Cross Lifeguarding program, this position is responsible for:

Responsibilities

Primary

1. Ensure the safety of those who use our facility through:
 - a. Patron Surveillance
 - b. Consistent and equitable enforcement of Ramsey Student Center policies and procedures
 - c. Following Aquatics Staff policies and procedures
2. Be rescue-ready at all times while on shift.
3. Follow the American Red Cross Lifeguarding guidelines for conducting patron surveillance
4. Be familiar with and able to implement the facility's emergency action plans.
5. Identify and resolve any unsafe behaviors or conditions as they arise.
6. Wear the identifiable Lifeguard uniform

Secondary:

1. Attend and participate in regular in-service trainings.
2. Maintain a valid American Red Cross Lifeguarding certification.
3. Provide patrons with accurate information regarding facility operations and issues.
4. Assist with facility set-ups (lane line changes, special event).
5. Assist in maintaining the cleanliness of the facility.
6. Assist Aquatic Managers, Program Assistants, and Professional Staff with additional tasks as they arise.
7. And other duties as assigned.

Qualifications/Requirements upon Completion of Hiring

1. Must possess a valid certification:
 - a. American Red Cross Lifeguarding with First Aid/CPR/AED, or
 - b. A comparable Lifeguarding, First Aid, and CPR certification from a nationally accredited source
 - c. Acceptable certifications include: YMCA, Ellis & Associates, Starfish Aquatics Institute/StarGuard Elite, USLA, and ALA Instructor Led
2. Any applicant with a comparable Lifeguarding certification must successfully complete an American Red Cross cross-over course prior to beginning work
3. Must be able to demonstrate competency in the following areas upon hire and consistently through employment: swimming/fitness, Lifeguarding, CPR, First Aid, customer service, conflict management
4. Must be a student at the University of Georgia

Learn-to-Swim Instructor Position Description

The Learn to Swim Instructor plays a significant role in advocating for water safety, and teaching the appropriate swim lesson curriculum to ensure a positive experience for participants. In addition to the Aquatics Employee Expectations, this position is responsible for:

Responsibilities

Primary

1. Ensure the safety of class participants through consistent and equitable enforcement of the Learn to Swim Program's policies and procedures.
2. Teach according to the designated swim program, following the guidelines of the University of Georgia's Learn to Swim Program.
3. Adapt to a variety of environments and unique circumstances to ensure all participants receive an equitable experience.
4. Maintain an acceptable level of knowledge through a personal commitment to learning new information and instructional techniques.
5. Wear the identifiable LTS Instructor uniform

Secondary

1. Gather all class materials at least 5 minutes prior to the lesson start time, and clean up all materials at the conclusion of the lesson.
2. Speak with parents/guardians after each lesson to discuss participant progress.
3. Regularly check in with the Program Assistant for Swim Lessons to discuss instructor performance, participant engagement, etc.
4. Attend all Learn to Swim meetings.
5. Complete appropriate paperwork in a timely manner.

Qualifications

1. Previous coaching or swim instructor experience, at least 6 months of experience is preferred.
2. Must be able to demonstrate competency in the following areas upon hire and consistently through employment: Freestyle, Breaststroke, Backstroke, Elementary Backstroke (25 yd) and a 1-Minute Back Float
3. Must be a student at the University of Georgia.

Safety Instructor Position Description

The Safety Program Instructor plays a key role in promoting safety for the department and community through the education of American Red Cross courses. In addition to the Aquatics Employee Expectations, this position is responsible for:

Responsibilities

Primary

1. Teach all course materials to the standards set forth by the American Red Cross by following the Instructor Manual, while observing the set safety measures and guidelines.
2. Observe the rules of Ramsey Center and the Natatorium.
3. Arrive 30 minutes before the start of the class to collect supplies and prepare for class.
4. Clean and disinfect all supplies after use and return them to the safety cage.
5. Provide a safe and welcoming environment, conducive to a productive learning environment.
6. Use a variety of learning tactics to provide an inclusive learning opportunity for all participants.
7. Be available to answer participant questions, demonstrate skills, and provide global and individual feedback.
8. Maintain an acceptable level of knowledge through a personal commitment to learning new information, instructional techniques, updating and obtaining new certifications.

Secondary

1. Be a positive representative of the Department of Recreational Sports.
2. Attend all safety instructor meetings.
3. Submit course attendance records to the Aquatics Professional Staff at the conclusion of the course.
4. Wear the identifiable Safety Instructor Uniform.

Qualifications/Requirements

1. Must possess a valid certification:
2. American Red Cross Lifeguarding Instructor Certification, **or** American Red Cross CPR/First Aid/AED Instructor Certification (if only teaching CPR courses)
3. Must demonstrate competency in all American Red Cross skills and materials for the courses being taught.
4. Must demonstrate a basic understanding of effective instruction strategies and tools.
5. Must be a student at the University of Georgia.