Community Programs Positions

Instructor (starts at $8.15)
Eligible for a merit increase up to $.25 after every two semesters of work and a performance review. Hired to work in Learn-to-Swim (LTS), Adapted Recreational Sports (ARS), or Youth & Family (YF).

Direct Report to Student Coordinator

- Learn-to-Swim: the American Red Cross program teaching youth and adults swimming skills
- Adapted Recreational Sports: recreation programming and services for people with disabilities
- Youth and Family
  - Kids Zone: A babysitting room for customers of the Recreation and Physical Activity Center (RPAC)
  - Camps: Youth camps offered varying times throughout the school year

Must attend and successfully complete the following training by the end of their first semester of employment
- Community Programs new hire and all-staff training
- Core area in-services (minimum of two per semester)
- Department of Recreational Sports student leadership trainings
- First Aid and CPR certification: This is offered at no cost within the Department of Recreational Sports various times throughout the semester. Those unable to attend Department scheduled events may take this course through Ohio State University, PAES 1102 or through the Columbus Chapter of the American Red Cross, (614) 253-2740, http://columbus.redcross.org. Equivalent certifications from other organizations are acceptable.
- Develops safe and age appropriate lessons for instructional programs (LTS, ARS,)
- Conducts lessons in instructional programs, often (but not always) with a co-instructor
- Youth and family instructors plan and lead camp activities for assigned camp programs, lead birthday parties in accordance with program procedures, and provide a safe environment for children in the Kids Zone (babysitting room)
- Serves as role model for all program area staff
- Demonstrates advanced competence in work area, equipment maintenance, and program leadership
- Assists with strategic planning for the program
- Manages participant behavior in accordance with program guidelines
- Attends regularly scheduled staff in-service training sessions and staff meetings
- Inspects activity space for hazards, reports hazards, and adjusts program accordingly
- Maintains excellent customer service with all program and Department of Recreational Sports customers
- Cross promotes all programs to customers
- Follows department policies and procedures
- Submits program paperwork in a timely manner
- Maintains recreation program equipment and supplies
- Requests equipment and supplies for programs
- Works with the entire Department to keep facilities clean, including picking up trash, putting equipment away, etc.
- Strongly encouraged to participate in university leadership organizations such as SAC, Recreational Sports Student Professional Development Association (SPDA), or similar
- Opportunity for raise up to $.25 after two semesters
  - After three semesters, if returning for a fourth and all expectations are met in performance review, eligible for additional uniform piece
Qualifications:

- Ohio State student taking 12 or more credit hours (except summer semester)
- Interest and experience in working with children in a recreational setting
- Background check per state of Ohio requirements will be conducted upon offer of employment. Candidate must have no convictions that would preclude them from caring for children as specified by the State of Ohio day camp laws.
- Those interested in teaching swimming must demonstrate stroke proficiency
- Those interested in teaching a specific sport must demonstrate skill proficiency in that sport

Working Conditions:

- Must be able to swim and willing to get in a pool for programs which involve swimming.
- Programs take place indoors and outdoors using facilities throughout the Ohio State Columbus Campus.
- Weekend work will be required. Those not interested in working weekends NEED NOT APPLY.
- Must give at least 10 hours per week availability, including weekends.
- Some medium lifting of recreation equipment and supplies.
- Must wear, without alteration, issued staff shirt and nametag. Must provide own black athletic shorts or pants to wear with staff shirt. Must wear closed toe shoes (no sandals or flip flops except on pool deck).
Office Assistant (starts at $8.25)
Eligible for a merit increase up to $.25 after every two semesters of work and a performance review. Must be instructor in Learn-to-Swim, Adapted Recreational Sports, or Youth & Family.

Direct Report to Program Assistant

- Answer phone and email inquiries
- Be knowledgeable on all Community Programs’ offerings
- Provide great customer service in-person, as well as through email and phone
- Process program registrations
- Perform office projects and duties as assigned by professional staff
- Learn and use the registration database (CSI NG, etc.)
- Keep the office clean and presentable at all times

Student Coordinator (starts at $9.25)
Eligible for a merit increase up to $.25 after every two semesters of work and a performance review. Must first be instructor in Learn-to-Swim, Adapted Recreational Sports, or Youth & Family.

Direct Report to Program Assistant, Coordinator, or Assistant Director

- Assists in recruiting and training program staff
- Serves as immediate supervisor for program staff
- Oversees day to day operations of program area
- Develops staff schedules for program area
- Maintains program rosters and paperwork
- Submits weekly program reports to program director or coordinator
- Serve as office assistant during scheduled hours (at office assistant pay rate)
- Assist in training and mentoring instructors to help them become proficient in program leadership, policies, and procedures
- Serves as role model for all program staff
- Assists with strategic planning for the program
- Helps to develop and lead regularly offered staff in-service training sessions
- Attends weekly supervisor meetings
- Inspects activity space for hazards, reports hazards, and adjusts program accordingly
- Maintains excellent customer service with all customers and staff
- Cross promotes all programs to customers
- Follows department policies and procedures
- Aware of program budget and works within monthly budget allocations
- Submits program paperwork in a timely manner
- Maintains recreation program equipment and supplies
- Requests equipment and supplies for programs
- Works with the entire Department to keep facilities clean, including picking up trash, putting equipment away, etc
- Strongly encouraged to participate in University Leadership Organizations such as SAC, Recreational Sports Student Professional Development Association (SPDA), or similar programs