



# EMPLOYMENT OPPORTUNITY

Associated Students  
at Sacramento State University

## Water Ski & Wakeboard Program Manager at Sacramento State University Aquatic Center

**SUMMARY:** Under the direct supervision of the Aquatic Center Associate Director, the Program Manager, Water Ski & Wakeboard will oversee all aspects of the Water Ski, Wakeboard, Personal Water Craft programs and boating and trailering classes. (hereafter, "programs"). This includes the supervision of instructors, oversight of equipment maintenance, and promotion of the program to local and campus constituents.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

Develop, implement, maintain, evaluate and oversee programs related to water skiing, wakeboarding, and personal water craft (PWC) with an emphasis on education, safety, recreation, and competition. This includes evaluating current programs for effectiveness and efficiency and meeting consumer/student demands.

- Train and supervise program instructors for public, private and academic classes. Ensure appropriate staffing to meet program needs. This may require personally instructing classes, camps or private lessons as needed.
- Create, implement, and enforce policies and procedures that are necessary to manage programs.
- Ensure equipment maintenance for safe operation in collaboration with Facilities Coordinator. Recommend replacement as needed.
- Develop and regularly evaluate marketing strategies to promote the programs.
- Assess and inform Director and Associate Director of program and equipment needs that will impact annual budget projections.
- Negotiate agreements with equipment suppliers, vendors, and local dealers for cooperative contributions, while maximizing resources. Keep up with industry standards.
- Develop and maintain relationships with local, state, and regulatory agencies for support and compliance.
- Provide support during Aquatic Center special events as required. This requires working overtime.
- Drive program vehicles for classes, trips or activities as needed.
- Maintain accurate records for PUC and DOT, schedule vehicle inspections and ensure Aquatic Center busses and vans are in compliance.
- Other duties may be assigned.

### CORE COMPETENCIES:

- Exceptional customer service skills
- Ability to communicate effectively with children and adults
- Strong analytical and problem-solving skills
- Ability to follow oral and written instructions
- Strong organizations skills
- Ability to work effectively and collaboratively with campus constituencies to serve a diverse customer population

### MINIMUM QUALIFICATIONS:

- 5 years minimum boat driving experience with 2 years minimum inboard boat driving experience
- 3 years field experience – teaching and coaching in a recreation or water environment
- High School Diploma or equivalent
- Current First Aid, CPR, Life guarding Certificates
- Class B/ passenger driver's license
- California Department Boating and Waterways, Home Study Course Certificate
- AWSA (American Water Ski or American Wake Board Association) Member
- AWSA Level 1 Instructor Certificate
- AWSA trained driver Certificate
- Microsoft Office proficiency: Word, Excel, Outlook

### PREFERRED QUALIFICATIONS

- Ability to maintain a Class B driver's license and meet ASI driving criteria

**Hours:** Full-time, non-exempt (hourly), overtime required during peak season

**Compensation:** \$17/hour plus excellent benefits -- employer-paid medical, dental and life insurance plus retirement contribution  
Sorry, relocation assistance is not available.

**How to Apply:** Applications will be accepted until position is filled. Interested applicants must submit an ASI application and resume to C. Dulgar, Associate Director, Aquatic Center, 1901 Hazel Ave., Gold River, CA 95670, Email: [ASJobs@csus.edu](mailto:ASJobs@csus.edu), FAX: 916-278-1105

Associated Students is a nonprofit corporation and an auxiliary organization of Sacramento State University providing a wide range of programs and services to the students of Sacramento State. ASI employees are not state employees.

**Associated Students is an Equal Opportunity employer.**

[www.asi.csus.edu](http://www.asi.csus.edu)

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at <http://www.csus.edu/police/cleryact.stm>