

**Aquatics Coordinator, Recreation and Intramural Services  
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=261040>

Downloaded On: Aug. 12, 2025 9:58pm

Posted Aug. 12, 2025, set to expire Sep. 9, 2025

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Aquatics Coordinator, Recreation and Intramural Services              |
| <b>Department</b>           | R and I Aquatics  |
| <b>Institution</b>          | University at Buffalo<br>Buffalo, New York                            |
| <b>Date Posted</b>          | Aug. 12, 2025   |
| <b>Application Deadline</b> | 09/09/2025  |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Professional Staff  |
| <b>Academic Field(s)</b>    | Athletics and Recreation Services                                     |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/6457529">https://apptrkr.com/6457529</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

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**Aquatics Coordinator, Recreation and Intramural Services**

**Position Information**

**Position Title:** Aquatics Coordinator, Recreation and Intramural Services

**Department:** R and I Aquatics

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/58456>

**Job Type:** Full-Time

**Posting Detail Information**

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### Position Summary

The University at Buffalo, Recreation and Intramural Services department seeks an **Aquatics Coordinator** to assist the Aquatics Director.

### Job Duties and Responsibilities:

- Assist the Aquatics Director in the management and operations of the North Campus Aquatic facility.
- Management and operations of recreational activities at the South Campus swimming pool
- Assist the Director of Risk Management in the operations of the Universities CPR/AED and First Aid Training Center.
- Teach approximately 6-9 hours per week within Aquatics, CPR/AED, First Aid, and/or other non credit bearing courses within accreditation/certification.
- Assist in the development and implementation of instructional programs, including the management of the Learn-to-Swim program.
- Coordination of the hiring, training, supervision, and evaluation of all student support staff within the aquatics program.
- Coordinate work schedules of aquatics staff utilizing NYS health department codes and University guidelines for athletics teams, recreation, contractual rental groups, and special events.
- Manage student assistant timesheets in a timely and accurate manner so employees are paid on time for work performed.
- Oversee staff training sessions and assist with detailed aquatics and other risk management procedures for the department.
- Maintain both campus aquatic facilities to comply with NYS and Erie Co. Health department regulations, as well as University Environmental Health and Safety
- Assist in the coordination of day-to-day custodial efforts of the aquatics area and maintenance of the aquatics equipment.
- Communicate with supervisor dealing with purchasing and budget expenditures
- Assist in the operations and management of recreation and athletics events.
- Develop technical proficiency in: Hytek Meet and Team Manager, Colorado Timing System, and Show Control System Software

### Outstanding Benefits Package

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Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

### About UB

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

### Minimum Qualifications

- Bachelors Degree.
- Excellent communication and organizational skills required.
- Must be available to work early mornings, evenings, and weekends.
- Current American Red Cross Lifeguard Certification.
- Current American Red Cross Lifeguard Instructor Certification.
- Current American Red Cross Water Safety Instructor Certification.
- Be able to lift a minimum of 50lbs. or 22.68 kg.

### Preferred Qualifications

### Physical Demands

### Salary Range

\$41,628

### Special Instructions Summary

### Is a background check required for this posting?

Yes

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**Contact Information**

**Contact's Name:** Heather Cooper

**Contact's Pronouns:** She/her/hers

**Contact's Title:** Associate Athletic Director for Human Resources

**Contact's Email:** hrgibbs@buffalo.edu

**Contact's Phone:** 716-645-3842

**Posting Dates**

**Posted:** 08/11/2025

**Deadline for Applicants:**

**Date to be filled:** 09/09/2025

**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

N/A

University at Buffalo

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