



**Bainbridge Island Aquatic Center**  
**8521 Madison Ave N**  
Bainbridge Island, WA 98110

**BIMPRD**  
**7666 NE High School Road**  
Bainbridge Island, WA 98110

## **Aquatic Internship**

### **Position Announcement:**

### ***BIMPRD, Aquatic Center***

Bainbridge Island Metropolitan Park & Recreation District (BIMPRD) invites applicants for an internship in aquatics. The district first began because members of the community wanted a swimming pool. With the help of the Rotary Board the community built an outdoor pool called Ray Williamson Pool in 1971. Since then we have enclosed the Ray Williamson Pool and added an additional recreational pool called the Don Nakata Pool. The facility encompasses a water slide, sauna, lazy river, spa and steam room. Our pools are open from early morning to late evening with multiple recreational and competitive teams, a large learn to swim program, educational classes, physical therapy, private lessons, aqua fit classes, rentals, open swims and many more recreational opportunities. We serve the community and surrounding areas as a leader in recreational opportunities.

Our staff is trained and certified by the American Red Cross. We also use cutting edge systems to lower our impact on the environment. Our facility utilizes UV and Chlorine gas to sanitize the water, and energy saving fans and solar panels to decrease our energy usage. We are also very technology minded, using current software to give our employees and community the best experience online. Consistent with its early years, the Park District today continues in its dedicated commitment to serve the island by providing parks and recreation in a manner that enhances lives.

### **MINIMUM QUALIFICATIONS:**

- Applicants must:
  - Be currently enrolled at an institution of higher education either as an undergraduate junior or higher, or as a graduate student
  - Knowledge and/or experience working within recreation or facility management
  - Knowledge and/or experience working within aquatics
  - Proficient computer skills and strong written and oral communication skills
  - A strong interest in learning all aspects of aquatics, including but not limited to, programming, staffing, facility projects and maintenance, financial responsibility, staff development and training, and planning and implementing special events
  - Demonstrates good leadership, sound judgment and the ability to adapt to new situations
- We prefer that applicants have the following certifications:
  - Lifeguard
  - Lifeguard Instructor (LGI)
  - Water Safety Instructor (WSI)
  - Professional Rescuer CPR/AED/ First Aid
  - Blood Borne Pathogens
  - Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO)

## JOB DESCRIPTION

The aquatic intern will be afforded the opportunity to be intimately involved in multiple aspects of a vibrant aquatic center. Job duties will be assigned by the aquatic center's management staff with the goal of giving the intern a well-rounded experience in aquatic facility management based on 6 core concepts; Daily Operations, Staff Development, Special Events, Program Operations, Facility Management and Fiscal Management. In addition, the intern will also have other education opportunities within the District and will be encouraged to take part in Recreation Manager Meetings, board meetings, trainings and other District projects of interest.

- **Daily Operations** as it relates to the overall ability of the aquatic center to stay open safely including chemical handling and water chemistry, scheduling of staff to maintain safety and routine maintenance.
- **Staff Development** as it relates to the hiring process, scheduling, staff training, staff evaluations and all Human Resource functions.
- **Special Events** as it relates to the after hour events, special community events, hosted events and marketing strategies
- **Program Operations** consistent with a vibrant and busy aquatic center. This facility hosts many programs including learn-to-swim, aqua fit classes and a range of in-house clubs and teams.
- **Facility Management** as it relates to facility projects, maintenance and safety procedures.
- **Fiscal Management** as it relates to budgetary and financial responsibility. Also, interns will have the opportunity to work on grant proposals and alternative funding initiatives.
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## RESPONSIBILITIES

Job responsibilities include, but are not limited to, assisting the Supervising Manager in:

- Working with aquatic center staff in areas such as staff training, staff hiring and evaluations, staff meeting and overall staff management
- Scheduling and organizing rental requests (parties and afterhours)
- Leading and mentoring aquatic center staff
- Building positive working relationships with managers, staff and patrons
- Working varied hours based on facility needs
- Other duties as assigned

## COMPENSATION

It is the philosophy of BIMPRD that the intern and the District form a partnership. It is the responsibility of the District staff to provide the intern with a well-rounded experience in their respective field. Housing and a monthly stipend may be offered based on availability. Housing includes free rents, paid utilities, and provided internet. Interns will have free use of the Aquatic Center and be eligible for 50% off selected District classes.

## APPLICATION PROCESS

Prospective interns must obtain approval of their academic advisor prior to contacting BIMPRD. Prospective applicants must then complete the BIMPRD Employment Application and Internship Application, located at [www.biparks.org](http://www.biparks.org). Applications will be accepted until the listed deadline or the position is filled. Please attach a current copy of your resume, cover letter and current certifications to your application.

## CONTACT INFORMATION

**Internship Committee**  
BIMPRD  
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Bainbridge Island, WA 98110  
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