

Position: Swim School Coordinator

Reports To: Kathy Wells, Pool Manager

Where: Charlevoix Area Community Pool, 11905 US Highway 31 N, Charlevoix, MI · (231) 547-0982

30-40 hours a week.

Typical schedule will be Tuesday – Saturday year round.

Position Description: The Swim School Coordinator works with the pool staff, students, parents and the swim coach as part of the pool team. Primary job functions are to provide a safe learning environment for Charlevoix Area Community Pool (CACP) patrons while providing and coordinating swim instruction, swim school and other related activities. Employees work as part of a team and are responsible for ensuring that the team meets its objectives. The Swim School Coordinator should be familiar with all the educational programs offered by the CACP and have superior swimming skills. The candidate will learn basic knowledge of pool maintenance and pool equipment including all safety equipment, Mindbody (pool software), and the telephone system. This person will be required to work Saturdays. We will train candidates who have excellent swimming skills as well as a background working with or educating children.

Employees must meet the minimum requirements, conditions of employment and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

Qualifications: Candidates should feel comfortable working with children and have a basic understanding of swimming strokes. Ideal candidates would have past competitive swimming experience, swimming instruction experience and/or lifeguarding experience and have worked with children as a parent, volunteer or teacher. A candidate with any of the following certifications will be highly considered: Lifeguard Training, CPR, First Aid and AED certifications, Teaching Certificate. We anticipate that any candidate hired will receive future training as follows: Water Safety Instruction, Certified Pool Operator certification.

Primary Duties and Responsibilities: (may include but are not limited to the following)

- Schedule and instruct water safety to patrons of all swimming abilities, children and adults.
- Assist with scheduling and instruction of school group lessons and water safety sessions.
- Schedule and direct other swim instructors to ensure continuity in teaching methods.
- Coordinate Saturday morning swim school enrollment.
- Coordinate private-lesson instructors and patrons to ensure optimal use of pool time and space, and to schedule in Mindbody, a pool software system.
- Promote a safe, welcoming community-oriented facility by answering inquiries via phone, in person, and email in a timely manner
- May be required to work as a lifeguard and fill reception desk shifts.
- Ensures the safety of all patrons and self by observing and supervising swimmers, enforcing water safety rules and regulations and abiding by all rules, regulations and policies.
- Report any maintenance issues and assist in repairing if able.
- Assist in cleaning and maintaining of pool, pool deck, and adjoining areas.
- Assist in orientating and training new staff.
- Prepare and maintain applicable records.

- Open and close the facility in accordance with opening and closing procedures.
- Be a welcoming and engaged member of the pool team!

The Charlevoix Area Community Pool is a non-profit organization established by the community for the community. The pool provides an environment that promotes fun, fitness, safety and a sense of community. From the 100 plus young swimmers who compete in the Stingray Swim Team to the many adults who participate in lap swim and aqua-fitness classes, we offer a variety of programs for all ages and levels of swimmer. More info at www.CharlevoixPool.org.

Compensation commensurate with experience and certifications.

Please send your resume with a cover letter/email to Kathy Well, Pool Manager, Charlevoix Area Community Pool, at kathy@charlevoixpool.org.

JOB POSTED: Jan 24, 2020