



Invites applicants for the position of:

Director of Swim School -- Part time- Seasonal

Opening date: 11/19/21

Accepting applications through 12/29/21

Salary: \$30,000.00 - 35,000.00 + 20% from annual swim school profit

Function Statement / Summary of Duties:

The Director of Swim School is the lead for educating staff, patrons, and community for all things relating to The Worthington pools; to become the “face” and personality of our educational programs. The Director of Swim School works as a team with the General Manager and the Assistant Director of Operations in developing and promoting our programs and staff. The Director of Swim School is responsible for the development of the lesson curriculum and the implementation of a well-balanced and profitable lesson program. The Director of Swim School collaborates with the Assistant Director of Operations, for recruiting, training, and retaining a high quality instructional staff, including tracking their involvement and development, and on proper payroll processing. The Director of Swim School is responsible for creating and maintaining an exciting and vibrant learning environment for lesson program participants.

Essential Duties:

65% Plan, design and implement the lesson program.

15% Train and certify staff members for American Red Cross Lifeguard Certification, CPR, AED and First Aid.

15% Design and implement additional educational opportunities for members and the community to include but not limited to; aqua aerobics, paddle board yoga, mermaid lessons, and swim for life.

5% Keep statistics on lesson program success and designing new plans for growth.

Job Functions:

1. Plan, organize and facilitate all educational programs, which include, but are not limited to:
 1. Swim Lessons
 2. Water Aerobics
 3. Lifeguard/Swim Instructor Training , including on-site certification opportunities
 4. Staff Orientation
 5. Community Outreach
2. Actively generate new business through programming.
3. Organize, schedule and monitor lesson sessions and classes.
4. Supervise all registration duties and determine when to add/drop classes/students in Lesson programs.
5. Supervise private lesson registration and policies.
6. Process and record lesson credits/refunds.
7. Recruit and interview potential swim instructors and make recommendations for hiring.
8. Provide a welcoming, inclusive, supportive and fair environment for staff and patrons.
9. Oversee instructor attendance and report lesson payroll timely to the General Manager, including instructor benefits and reimbursements.
10. Communicate effectively with parents, students and staff about class requirements, student progress, and future class recommendations etc.
11. Promote excellent customer service and establish positive relationships with staff and patrons.

12. Field questions, concerns and complaints from the patrons using good customer service skills.

13. Process proper American Red Cross documents for Swiminc's programs and instructor certifications.

14. Ensure proper inventory of equipment and awards important for all educational programs. Make recommendations for purchases, in writing, to the General Manager, twice a year.

15. During lessons, provide on-deck supervision, and problem solve as necessary.

16. Teach lessons when needed.

Decision Making Authority: Authorized to make whatever decision that is necessary to implement job functions and ensure Swiminc's educational programs meet all established goals.

Knowledge Required:

1. Education/Certifications

- a. Current Red Cross CPR or its equivalent as recognized by the Ohio Health Dept is required.
- b. Current Red Cross Lifeguard Training or its equivalent as recognized by the Ohio Health Dept is required.
- c. Current Red Cross Lifeguard Training Instructor or its equivalent is preferred.
- d. Current Red Cross Water Safety Instructor preferred.
- e. Current Red Cross Water Safety Instructor Trainer preferred.

2. Experience

- a. 5 years aquatic instruction preferred.
- b. Experience in various aquatic programs preferred.

Specific Skills

Microsoft Office / Google / Cafe Espresso

Management / Supervisory

Team Building / Multi-Tasking

Verbal / Written Communication

Analytical

Problem Solving / Conflict Resolution

Interpersonal / Diverse Relationship Building

Swimming Ability

Other Job Requirements:

Work Non-Standard Work Week, Weekends, Holidays

Day and Evening Shifts

Provide Coverage for Other Shifts or Functions

Availability On-Call Outside Regular Work Hours (limited)

Applications and resumes may be submitted via email to lori.ave@worthingtonpools.com or mailed to Lori Ave, 400 W. Dublin- Granville Rd., Worthington, OH 43085.