

Swim Lesson Coordinator

Department:	Recreation/Aquatics
Supervisor:	Aquatic Center Supervisor / Recreation Supervisor
Wage:	\$10.50 to \$11.50 per hour
Hours:	10+ hours per week – Monday through Friday
Season:	May to September
Age:	18 years of age and older
Last Revised:	October 2018

Overview

The Swim Lesson Coordinator is responsible for the over all supervision and safety of the Marshalltown Family Aquatic Center swim lessons. The Swim Lesson Coordinator will represent the City of Marshalltown’s Parks & Recreation Department in a professional and exemplary manner under all circumstances. Work involves performance of supervisory duties of all swim lesson personnel.

Essential Functions and Duties

- Overall responsible for the safety of the students, instructors, and facility
- Responds in a calm, professional manner while directing the actions of the staff in regards to the Emergency Action Plan in the pool and surrounding areas
- Provide quality instruction and staff coaching in adherence with the Marshalltown Family Aquatic Center swim lesson program
- Complete all paperwork, including daily attendance, staff evaluations, accident and incident reports, and submit them in a timely manner and reporting progress to the Aquatic Supervisor
- Ensure instructors complete daily attendance, skill sheets, and individual participant reports cards in a timely manner
- Monitor instructors to ensure fair and consistent techniques and practices in compliance with the Marshalltown Family Aquatic Center guidelines for each student
- Ensure the proper teacher to student ratio for all classes
- Coordinate the assignment of teachers to classes/lessons
- Actively train and evaluate swim lesson personnel. Conduct regular in-service trainings and evaluations
- React to the questions and concerns of the parents and staff, resolving problems within the guidelines of the Marshalltown Parks & Recreation Department
- Vigilant monitoring of pool water chemistry, chemical feed systems and pool filters to ensure optimum operation at all times
- Provide discipline in a firm yet fair manner, following established procedure for both students and staff
- Demonstrate professionalism by acting both as a role model and supporting the decision of fellow staff and administration.

- Keep effective lines of communication open between you your staff and your supervisor.
- Report any problem areas in regards to the maintenance of the pool, locker rooms, filter rooms, chemical feed room and deck area.

Qualifications

Education, experience and skills:

- Current certification in CPR and First Aid with American Red Cross
- Complete knowledge of and ability to demonstrate all strokes and skills related to the Learn-to-Swim Program
- Thorough knowledge of water chemistry, filtration, balance of swimming pools and the ability to maintain proper water conditions
- Good physical condition, strong leadership, communication and organizational skills
- Ability to motivate employees along with a commitment to serve the public

Physical, mental and environmental requirements:

- Position requires light to medium work, exerting up to 20 to 50 pounds of force occasionally and up to 10 pounds of force constantly
- Some climbing, pulling, kneeling, stooping, crouching, feeling, standing, reaching, hearing, pushing, walking, balancing, lifting, grasping, talking, and repetitive motion is also required on a regular basis
- Visual perception range includes working at distances close to the eyes
- Must be able to follow written, oral, or diagrammatic instructions, while using several concrete variables
- Position requires exposure to both inside and outside conditions and noise

This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.