



15622 Country Club Drive
Mill Creek, Washington 98012
office@WESTswimteam.com
425.379.8806

Competitive Swimming Lessons Program Manager

Description:

This person oversees our Learn-to-Swim Lessons Program and is responsible for all aspects pertaining to group and private lessons, including managing all swim instructors. Must be present on deck to lifeguard and oversee lessons Monday through Thursday and speak with parents face-to-face. Will confirm, on a monthly basis, all lesson level move-ups and communicate them to parents. Responsible for all hiring, firing, training and scheduling of lesson instructors and will hold regular staff training sessions.

Normal Lesson Hours: 15.5 hours per week

During Lesson Hours, this person is responsible for Lifeguarding the two lanes of Lessons while also being on deck to communicate with parents and oversee instructors. Once per month, the Lessons Manager will conduct evaluations of each swimmer in the program, make up report cards and graduate swimmers to the next level when ready.

Monday-Thursday: 4-7pm

Saturday OR Sunday: 10:30am-1pm

*Note: Some time will need to be spent outside of these hours to ensure a job well done. Managers need to be able to communicate (via cell phone) with staff to be effective, and we will reimburse a portion of this person's monthly phone bill.

Outside of Lesson Hours & Duties: 4-8 hours per week

These jobs have flexibility regarding when they can be completed, but must be done in a timely manner to ensure program continuity and a job well done.

Online Registration Platform & Class Offerings: responsible for updating our registration system's monthly class offerings. Cancel and combine classes as needed.

Lesson Instructor Schedule: will build the monthly swim lesson instructor schedule and handle all staff absences and substitutions.

Staff In-Service Training Session: will hold regular monthly training sessions for all swim lesson instructors to ensure program consistency and quality.

Weekly Management Meeting: the management team must meet regularly to reinforce program consistency and efficiency.

Requirements:

Lifeguard & CPR Certified: must currently hold or capable of obtaining American Red Cross Lifeguarding & CPR Certification. Prefer if candidate is already certified, but we regularly offer classes throughout the year and will reimburse the cost of the class and renewals.

Strong Customer Service Skills: This position is the first line of communication for the much of our business and the gateway to our entire program. Parents must be educated from the beginning on how to be a good swim parent and this person needs to be outgoing, friendly and personable.



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Organized & Detail Oriented: The health of our organization relies on the success of our lessons program. Enrollment numbers must be maintained and additional compensation will be given for growing the program past certain thresholds.

Problem Solving Skills & Ability to Think Critically: In a fast-paced, emotionally charged environment it is critical this person is able to self-start, work independently and make judgement calls under pressure.

Compensation:

Base Pay: \$18-\$20 per hour

Enrollment Number Bonus: Ranging from \$100-\$200 per month for consistent lesson numbers above established thresholds. Additional bonus available during peak business season.

End-Of-Year Bonus: We evaluate performance at the end of the fiscal year and if we are profitable, employees receive a portion as an End-of-Year Bonus based on their contribution to the organization and individual performance for that year.

Medical & Dental Benefits: We offer health benefits to all employees working 40 or more hours.

Cell Phone Reimbursement: We will reimburse this person \$50 per month towards their cell phone bill.

About Our Organization:

We are an elite competitive swim team that owns and operates our facility. We have roughly 90 swimmers on our year-round team, 150-200 swimmers in lessons each month, pre-competitive programs, summer league team, private lessons, aerobics and lap swim. Our swim team has a rich history of success as a multiple year recipient of USA Swimming's Bronze Medal, our current swimmers range from state and regional champions to an Olympic Trial qualifier. The Lessons Program Manager will work closely with our President and Head Coach, who manages the facility and oversees the organization and swim team, to ensure excellence and program consistency from top to bottom.

To Apply:

Please send nick@westswimteam.com your **resume**, **list of 3 references**, and a **summary of your experience** in either management and/or elite competitive swimming.