## Swim Lessons Coordinator

Job Description for the Triangle Pool Swim Lessons Coordinator

Triangle Pool is a family-orientated, community-run pool located in the Enetai neighborhood of Bellevue, WA. The pool, which is open during the late spring and summer, offers individuals and families a fun, safe environment to socialize and enjoy aquatic activities.

**Employment Schedule:**

**Part-time throughout the pool season**

**Job Purpose/Overview**

**The Swimming Lessons Coordinator is responsible for the efficient and effective operation of the Triangle Pool swimming swim lessons, including scheduling and supervising pool swim instructor staff, scheduling of swim lessons and the financial accounting for all lessons and other charges collected in connection with swim lessons operation**

**Key Responsibilities:**

* **Schedule, Design and plan swim lesson curriculums for all levels and populations.**
* **Manage customer requests for lessons, including private instructions**
* **Make sure all private lessons are recorded and scheduled on the pool calendar**
* **Teach swimming and water safety skills to individuals of various ages.**
* **Demonstrate swim strokes and correct form.**
* **Prepare progressive lesson plans to enhance the experience of program participants**
* **Enforce aquatic rules/policies and ensure swimmer safety by maintaining constant surveillance of class participants.**
* **Assign, schedule and supervise the work of lifeguards and other swim instructors**
* **Work with the pool manager to ensure pool is safe for swimmers**
* **Record and maintain attendance records**
* **Oversea and prepare area, set up and breakdown equipment for classes.**
* **Promote pool membership and swim lessons; help the Board of Directors retain and increase memberships**
* **Display Professional behavior when representing Triangle Pool (interacting with members, swim meets, events at the pool, etc.)**

**Required Knowledge and Abilities**

* **Knowledge of swimming techniques and lifesaving**
* **Knowledge of swimming pool hazards and safety precautions**
* **Proficient swimming skills**

**Licenses/Certificates**

* **Current lifeguard training certificate**
* **Current Cardiopulmonary Resuscitation for the Professional Rescuer (CPR/FPR) certification**
* **Current First Aid (Title 22) certificate**
* **Current Water Safety Instructor’s Authorization Certificate (WSI)**

**Education and Experience**

* **Prior experience teaching swimming lessons**

TO APPLY SEND APPLICATION AND 3 REFERENCES TO Triangle Employment at [employment@trianglepool.org](file:///C:\Users\Aletha\Desktop\Triangle%20Pool\Staffing\employment@trianglepool.org)