



Job Posting for SWIM COORDINATOR

JOB-DESCRIPTION

The Learn to Swim Coordinator is a supervisory position handling the administrative and managerial duties for the Learn to Swim program at the Addison Park District Family Aquatic Center. Communicates daily with the Facility and Aquatic Supervisor.

JOB-DUTIES and RESPONSIBILITIES

1. Communicate orally with swim lesson Instructors, Lifeguards, Participants and Parents
2. Assisting with management of the pool during swim lessons.
3. Answering questions of parents while on deck.
4. Assist in updating program materials, policies and procedures, running staff in-services.
5. Other duties as assigned by Facility and Aquatic Supervisor.

QUALIFICATIONS

1. Certifications in Professional CPR, First Aid and Lifeguarding.
2. Experience with swim lesson operations.
3. Demonstrated effective written and verbal communication skills.
4. Demonstrated effective public relations skills – relate well to children, youth, and the general public.
5. Capability to respond to flexible time demands including evening and/or weekend work.
6. Demonstrated ability to perform job duties and responsibilities with minimum supervision.
7. Experience in teaching swimming classes and individuals of various ages and ability levels.
8. Ability to perform duties of a swim lesson Instructor
9. Lifeguard Instructor desired but not required.

Job Type: Part-Time – Seasonal

Pay Range: DOE (Depending on Experience)

Location: Family Aquatic Center - 120 E. Oak Street, Addison, IL 60101

Hours: Monday- Thursday 8:30am-12pm and 6pm-8:30pm

Posting Date: 1/18/2012

Closing Date: until filled

Season: May – August 2012

Contact: Missy Meyer

Title: Aquatic and Facility Supervisor

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Address: 120 E. Oak Street

City State Zip: Addison, IL 60101