



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **YMCA OF NORTHWEST NORTH CAROLINA JOB VACANCY LISTING**

### **SWIM LESSON COORDINATOR**

#### **Brief Description:**

The Swim Lesson Coordinator will be responsible for overseeing the swim instructor staff and assisting with the overall operation of the Learn to Swim program. The Swim Lesson Coordinator will ensure that all safety and teaching guidelines are followed and will conduct regular evaluations of the swim instructor staff. This position will also be available during swimming lessons to answer questions from participants of the program. Attend swimming lesson sessions to supervise and answer participant questions. Set up and track registrations for each Learn to Swim session. Conduct regular in service trainings and staff meetings. Create Learn to Swim instructor schedules. Evaluate instructors regularly and provide constructive feedback. Assist instructors with lesson planning. Create and update Learn to Swim instructor manual. Communicate regularly with parents and guardians of lesson participants. Fill in as a substitute instructor when needed. Maintain current certifications including any additional safety training.

<b>Branch:</b>	William G. White, Jr. Family YMCA
<b>Hours/Days:</b>	Early evenings / Saturday mornings
<b>Status:</b>	Part time / Non-exempt
<b>Starting Salary:</b>	\$9.00-Minimum / \$12.00-Maximum
<b>Reports to:</b>	Aquatics Director

#### **Qualifications:**

- Must have current CPR/PR/AED/O<sub>2</sub> certifications.
- Knowledge of swim instruction and safety in the aquatic environment is essential.
- Member focused and mission driven.
- Strong leadership, supervisory and communication skills needed.
- Two years experience teaching swim lessons.

#### **Submit Application or Resume to:**

Michael W. Brady  
Director of Competitive Swimming & Head Coach  
YMCA of Northwest North Carolina  
336-721-2100 ext. 6282  
336-721-1983 (fax)  
m.brady@ymcanwnc.org

**Cut-off date for applying for this position is:** March 2, 2012