

Job title	<i>SwimRVA Swim School Coach</i>
Reports to	<i>Director of Programs</i>

Job Purpose

SwimRVA is a metrics-based, programmatic entity that holds all employees to established goals and metrics for the organization. **SwimRVA's mission is to elevate aquatics** in the Richmond region making water safety and aquatic fitness more accessible to all. SwimRVA understands that our employees are the forefront of our business which is why we invest in developing and maintaining an enjoyable workplace. Swim School lessons are taught at a variety of hours including mornings and evenings. You may need to travel locally to multiple pools. Your flexibility and can-do spirit are tremendous assets to the long-term success of SwimRVA.

Under the direction of the Director of Programs and SwimRVA Programs Coordinator the SwimRVA Swim School Coach will help achieve the following results:

- Create a fun, enthusiastic and inviting learning environment
- Provide our customers and their children with a great learning experience
- Provide a safe, secure and educational experience to SwimRVA students
- Impact the overall effectiveness of SwimRVA's mission to make a healthier, more active RVA
- Provide the members with quality services; programs and leadership in the team area thus helping SwimRVA achieve higher impact levels

Duties and Responsibilities

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. Duties and responsibilities include, but are not limited to, the following:

- Run organized and well executed lessons
- Effectively teach SwimRVA Swim School swimming skills and water safety in a progressive sequence
- Assess participant swimming skills for appropriate station placement and for completing progress reports
- Maintain a safe class atmosphere and keep constant watch over participants
- Walk children safely between meeting location and parent when applicable
- Assist with developing, implementing, and evaluating training for Swim School coaches
- Notify deck coordinator to assist with special teaching and/or difficult class situations
- Demonstrate responsibility in regard to work schedule, meetings and trainings
- Demonstrate responsibility toward equipment, e.g., kickboards, pool toys and supplies (keep in order, well maintained, and return to their proper location)
- Complete and submit paperwork accurately and on time (private lessons, autism swims, timesheets, etc.)
- Maintain and submit copy of current certifications as listed in the job description
- Follow all aquatic program, pool facility, camp, and emergency policies & procedures
- Dress in appropriate and well-maintained attire/uniform while instructing and coaching
- Maintain a positive attitude while working, help wherever needed, work well with co-workers

- Display good customer service skills
- Accept feedback and make necessary corrections
- Display appropriate behavior (action and language) around participants, parents, and staff
- Perform miscellaneous tasks as requested by supervisor
- Perform any duties given by Director of Administration, Administrative Coordinator, Director of Programs, Director of Operations, Programs Manager and any other staff to help the TEAM.

Qualifications

- Ability to work and relate well with children (ages 6 months -18 years old)
- A passion for teaching children
- High School diploma
- CPR and AED for Adult and Child – required
- American Red Cross First Aid – required
- Swimming experience preferred
- Swim instruction preferred
- Ability to work in high stress conditions, use critical thinking, and customer service savvy
- Must be able to show great customer service to all customers and employees of SwimRVA

Physical requirements

Work is performed indoors and outdoors in public swimming pool environments. Incumbents may be required to work overtime, and evening, weekend, and holiday shifts; must maintain a level of physical fitness to meet Department standards; excellent swimming skills required.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____