

Swim Lesson Coordinator

Department: Aquatics

Reports To: Aquatics Director

Employment Type: Seasonal / Part-Time

Position Summary

The Swim Lesson Coordinator plays a vital leadership role in the planning, execution, and evaluation of MCCPRA's swim lesson programs. This position is responsible for managing lesson logistics, maintaining clear and proactive communication with parents and staff, and ensuring the safety, quality, and professionalism of every swim lesson session. The ideal candidate is a strong communicator, detail-oriented planner, and confident leader with a passion for water safety and community engagement.

Key Responsibilities

Parent & Participant Communication

- Serve as the primary point of contact for all swim lesson families
- Respond promptly to inquiries and concerns via phone, email, and in-person
- Communicate program details, schedules, and updates before and during each session
- Send timely notifications regarding class cancellations, weather delays, or pool closures
- Promote upcoming sessions and encourage re-enrollment and referrals
- Resolve conflicts with professionalism and empathy, escalating when necessary

Program Management & Scheduling

- Develop and maintain swimming lesson schedules for instructors and participants
- Monitor class capacities and manage waitlists, transfers, and make-up lessons
- Assign instructors to classes based on skill level, certification, and availability
- Maintain accurate rosters, attendance records, and progress reports
- Monitor program quality and recommend improvements to curriculum or structure

On-Deck Supervision & Safety

- Test chemicals with the testing kit and report any abnormalities according to the ranges.
- Maintain a consistent, visible presence on the pool deck during all swim sessions
- Serve as a resource for instructors and parents during lessons
- Monitor safety, lesson flow, and class engagement
- Assist with setup and breakdown of teaching equipment

- Enforce pool rules and safety protocols in accordance with MCCPRA and Red Cross standards

Staff Support & Leadership

- Serve as a mentor and team leader for swim instructors
- Conduct regular check-ins with staff to provide feedback and support
- Support onboarding, training, and orientation for new instructors
- Ensure all staff certifications remain current and documented
- Help implement MCCPRA's customer service and safety standards among all aquatic staff

Administrative & Reporting Duties

- Maintain documentation including lesson schedules, instructor assignments, and parent communication logs
- Assist with inventory of swimming lesson equipment and teaching aids
- Prepare end-of-session reports including participation data and staff evaluations
- Assist in collecting and analyzing feedback from parents, participants, and staff
- Creating and printing certificates for each child that has completed the lessons
- Other duties as assigned

Minimum Qualifications

- Must be at least 18 years old
- High school diploma or GED required
- Prior supervisory or leadership experience

Preferred Qualifications

- Lifeguard Certification
- CPR/First Aid/AED Certification
- Bilingual (especially Spanish) preferred
- American Red Cross Water Safety Instructor

Knowledge, Skills & Abilities

- Deep knowledge of swimming instruction techniques and water safety standards preferred
- Exceptional written and verbal communication skills
- Strong conflict resolution and customer service abilities
- Organized and proactive with excellent time management skills
- Team-oriented and capable of leading by example
- Able to thrive in a fast-paced, noisy, and wet environment
- Must be able to work flexible hours, including mornings and evenings

Physical Requirements

- Ability to stand, walk, and remain active on the pool deck for extended periods
- Able to lift, carry, and move equipment up to 25 lbs
- Capable of demonstrating swim strokes, entering/exiting the pool, and responding quickly in emergencies

Work Environment

This position operates in an indoor/outdoor aquatic facility and requires regular exposure to high humidity, noise, and chlorine.

Employees must possess and maintain a Valid driver's license and successfully pass a pre-employment drug screen and background check.

Moultrie-Colquitt County Parks and Recreation maintains a drug-free workplace.