



Aquatics,  
Certifications  
& Training

## INDEPENDENT SCHOOL DISTRICT 196

### Community Education Aquatics Program

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### **Title: Swim Lesson Manager**

### **Supervisor: Aquatic Coordinator**

#### **Job Summary:**

Swim Lesson Managers coordinate the on site delivery of the swim lesson program according to the curriculum and standards of the American Red Cross and in accordance with the goals of the District 196 Community Education Aquatics Program. This includes ensuring safety of staff and participants, supervision and training of staff and public relations with customers.

#### **Qualifications:**

Swim Lesson Managers must:

1. Meet all qualifications as laid out in the Water Safety Instructor Job Description.
2. Have a minimum of one-year experience as a swim instructor with an exemplary record of job performance.

#### **Responsibilities:**

Swim Lesson Managers must:

1. Fulfill all responsibilities as laid out in the Water Safety Instructor Job Description.
2. Contact staff prior to start of each session of swim lessons.
3. Motivate and guide staff to perform their responsibilities according to the goals of the District 196 Community Education Aquatics Program.
4. Evaluate staff performance and identify areas of strength and areas for growth.
5. Adjust instructor assignments as necessary.
6. Call in substitutes as necessary.
7. Assign secondary duties to instructors as necessary.
8. Communicate with customers in a professional manner. Refer any unresolved issues to the Aquatic Coordinator.
9. Perform all opening and closing tasks in the absence of a building supervisor.
10. Complete and submit all required paperwork in a timely fashion.

#### **Typical Physical Demands and Working Conditions:**

Swim Lesson Managers have the same Typical Physical Demands and Working Conditions as laid out in the Water Safety Instructor Job Description.