



**DISTRICT 196**  
**COMMUNITY EDUCATION**  
*One District. Infinite Possibilities.*

**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. Have a minimum of one-year experience as a swim instructor with an exemplary record of job performance.

**Responsibilities:**

1. Open and prep pool area for each session
2. Prepare and provide class rosters, handouts and all materials to swim staff.
3. Contact staff prior to start of each session of swim lessons.
4. Adjust instructor assignments as necessary.
5. Call in substitutes as necessary.
6. Assign secondary duties to instructors as necessary.
7. Motivate and guide staff to perform their responsibilities according to the goals of the District 196 Community Education Aquatics Program.
8. Evaluate swim staff performance and identify areas of strength and areas for growth. Assist with evaluation of swim participants to verify success in swim skills
9. Communicate with customers in a professional manner. Refer any unresolved issues to the Aquatic Coordinator.
10. Perform all opening and closing tasks for the pool area.
11. Complete and submit all required paperwork in a timely fashion.