



Date: November 30, 2022
Position: Swim Lesson Coordinator (Position will be hired via EDUStaff)
Location: Howell Public Schools - Highlander Aquatic and Fitness Center
Duration: 12 months
Hours: 30-40 hours per week (must be available on Tuesday-Thursday evenings and Saturdays). Otherwise, hours are flexible.

Responsibilities:

- Conduct swim instructor training
- Manage swim lesson rosters
- Schedule swim lessons & private swim lessons
- Communicate with parents
- Plan and execute swim lesson marketing
- Provide assistance in hiring swim instructors
- Conduct swim instructor evaluation and facilitate development
- Supervise swim lessons
- When necessary, teach swim lessons or private lessons
- Understand and consistently apply safety guidelines and general rules for aquatic areas
- Perform equipment checks
- Attend all in-services and staff meetings

Requirements:

- Required: High school diploma or equivalent
- Preferred: Bachelor's degree
- Must be 18 or older
- Must be Red Cross lifeguard certified (if not certified, we will certify at no cost to you)

Qualifications/skills::

- Ability to work well with others
- Ability to coordinate schedules
- Customer service experience
- Comfortable managing and training staff
- Comfortable in working with gym software systems
- Professional in demeanor and appearance

Wage:

- Starting at \$16.50-\$18 per hour depending on experience and qualifications
- Free Highlander Aquatic and Fitness Center full membership

Apply to: Forward letter of interest and or résumé via email (personneloffice@howellschools.com) or by mail to:

Liza M. Kelly, J.D., PHR
Executive Director of Labor Relations & Personnel
411 N. Highlander Way, Suite B
Howell, MI 48843

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