



# JENISON PUBLIC SCHOOLS

*Posted 5/30/23 – Until filled*

## **Assistant Pool Director**

**Year-round, 40 hours per week**

Position Summary: Candidate will support the pool director in any capacity directed to ensure a safe and quality environment for all participants/patrons and promote full utilization of the facility. He/she will be responsible for the head coaching and administrative duties of the Jenison Area Wildcat Swimming Team (JAWS) and all developmental swim programs (i.e. swimming lessons).

### Responsibilities:

- Support pool director in all areas as directed
  - Complete additional duties in the future that may be assigned by the pool director.
- Promote positive public relations through effective and frequent communication with all staff, participants, patrons, athletes, and parents, for all programming.
- Ensure safety of staff and participants.
  - Determine, revise as necessary, and enforce safety measures in and around the pool.
  - Coordinate necessary trainings for staff and work with the American Red Cross to ensure all certifications for all staff members (WSI and LG) are current and up to date.
- Develop and plan swim lessons including rewriting the curriculum as needed.
  - Plan and organize swim lesson when pool space and time are available.
  - Coordinate and assign staff for instruction and hire as needed (with the pool director)
  - Supervise and evaluate instructors.
    - When time permits be present on deck during swim lessons.
    - All instructors must receive a written or in person evaluation each school year.
  - Provide trainings as often as needed to new and continuing instructors.
  - Must teach at least one lesson at each level during each school year (July 1- June 30).
  - Maintain and keep current all necessary swim lesson certifications (WSI and WSI-T)
  - Maintain and keep current all swim lesson information on our website.
  - Maintain Swim Lesson financial reports and monthly statements

*Jenison Public Schools does not discriminate on the basis of race, color, religion, gender, national origin, age, height, weight, marital status, sexual orientation, handicap, disability, or limited English proficiency in any of its programs or activities. The following office has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, Jenison Public Schools, 8375 20<sup>th</sup> Ave., Jenison, MI 49428, (616) 457-8890.*



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- Coach and manage all administrative duties associated with JAWS, i.e., coaching, entries, paperwork, payroll meet planning/hosting, concessions, hospitality, etc.
  - Hire, develop, and oversee assistant coaching staff (with the pool director)
  - Coach or oversee all levels of JAWS
  - Must attend, develop, and oversee that all practices are appropriate for each age group and skill level. Provide necessary training to staff and meet with coaches to review workouts and provide continuity within the program from top to bottom.
  - Attend all sessions of all USA and WMSL meets that JAWS attends
  - Learn the computer skills (Hy-Tek and IST) needed in the office during meets and work to obtain AO status in USA Swimming.
  - Maintain and keep current all necessary USA Swimming certifications.
  - Maintain and keep current all JAWS information on the website.
  - Maintain CS revenue and activity financial reports and monthly statements.
- Keep facility bulletin boards up to date with current programming, current certification cards, etc.
- Focus on creating new programs and innovative ideas at the pool that will bring in more patrons (ie. Swim School, Pre-Swim Team, Level 5 swim lessons, etc.).
- Position may be adjusted to some degree based on the strengths of the best applicant. However, directing, and leading swim lessons is a non-negotiable priority. Desired applicant must have a passion for swimming/learn to swim programming from swim lessons through swim team.

Full benefits (vacation, medical, dental, vision, life & LTD)  
Salary dependent upon experience

**Please apply online at [www.jpsonline.org](http://www.jpsonline.org)**

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