

Swim School Manager – Loomis Basin Dolphins (LBD)

Seasonal Position • June - July • Approx. 2 hours every weekday + prep time
Compensation: \$1,750 - \$2,250 (seasonal)

The **Loomis Basin Dolphins (LBD)**, a nonprofit recreational swim team, is seeking an organized, experienced, and enthusiastic **Swim School Manager** to lead our summer swim lesson program. This role oversees the structure, quality, and daily operations of the LBD Swim School, ensuring that each swimmer receives a safe, positive, and developmentally appropriate experience.

Position Overview

The Swim School Manager is responsible for planning, coordinating, and supervising our summer swim lesson program from **early June through the third week of July**. This position focuses on **managing and supporting swim lesson coaches**—not teaching lessons directly. The ideal candidate has strong leadership skills, a background in competitive swimming, and proven experience teaching and coaching swim lessons.

Key Responsibilities

- Develop and organize swim lesson **levels**, ensuring appropriate skill progression
- Create and manage the **lesson schedule**, including student placement and lane organization
- Train, mentor, and supervise **swim lesson coaches**
- Provide daily on-deck oversight to ensure lessons run safely and effectively
- Communicate with families as needed regarding levels, scheduling, or swimmer placement
- Collaborate with the LBD Board to maintain alignment with team philosophy and safety standards
- Oversee equipment needs and ensure a positive, supportive learning environment
- Manage day-to-day logistics and ensure smooth program operation throughout the season

Required Qualifications

- Strong background in **competitive swimming** (high school, club, or college experience)
- Prior experience **teaching and coaching swim lessons** at multiple skill levels
- Ability to lead, mentor, and communicate effectively with a coaching staff
- Excellent organizational and time-management skills
- Ability to work independently and maintain a calm, positive presence on deck

Work Schedule

- The program runs from **early June to the third week in July**
- Approximately **2 hours every weekday**, plus additional prep and planning time as needed

Compensation

- **\$1,750 - \$2,250** for the full season, depending on experience