

Swim School Director Job Description

The Swim School Director at Poseidon Swim School is a fantastic position to build your career and achieve daily fulfillment through embodying our mission **“To ensure that every person, regardless of age or ability, has the opportunity to become a safe and happy swimmer”**. In this position you will be responsible for leading, maintaining, and retaining a skilled swim instructor staff, as well as creating new programming and promoting the swim school in local communities. As Director, you will help build the program by attracting new students and retain current swim school clients through constant promotion of our fun and gentle approach to student engagement and progression. Maintaining a high level of brand standards across the program is essential for success. Love of the water and working with children is a must!

Knowledge, Skills, and Abilities

- Enthusiastic, assertive personality with strong relationship and customer service skills
- Effective and influential leadership in a fun environment built on trust
- Excellent written and oral communication skills
- Highly organized and able to manage multiple tasks at once
- Disciplined to follow and enforce schedules, company policies and enforce safety procedures
- Critical thinking, problem-solving, program analysis and strategic planning
- Comfortable with learning and managing online swim lesson software
- Experience teaching swimming a must
- Knowledge of Google Suite a plus

Roles and Responsibilities

- Reports to and communicates directly with the Poseidon Board of Directors and/or Head Coach
- Hire, supervise, support, train, develop and retain a dynamic team of Swim Instructors
- Identify areas of opportunities; develop and execute action plans to address challenges and improve results in customer retention; revenue and expense containment
- Conduct training, performance reviews, recognition and individual development of aquatics staff
- Manage underperforming staff members utilizing Personal Improvement Plans, coaching and disciplinary tools to improve or terminate unsatisfactory performance with the consultation of the Poseidon Board
- Manage staff schedule, including time-off requests
- Conduct classes when needed, all levels
- Communicate with parents and resolve customer issues in a timely manner
- Regular and frequent site visits
- Ensure classes and training adhere to current program standards
- Ensure pool locations have a proper inventory of supplies for lessons

- Ensure that all water and safety standards are maintained at the pools
- Attend ongoing training, as needed

Qualifications

- American Red Cross Lifeguard or equivalent
- CPR/First Aid Instructor Certification
- Available to work weekends and evenings

Job Type: Full-time

Benefits

- Medical Benefits
- Paid time off
- Referral program

Work setting

- In-person

Experience

- Relevant: 1 year (Preferred)
- Management: 1 year (Preferred)

Work Location: In-person at:
Woodlake Aquatic and Fitness Club (AFC)
14710 Village Square Pl.
Midlothian VA 23112

Please submit resumes via email: president@poseidonswimming.com