**Aquatic Lesson Manager**

**Status:** Full-Time / Part-Time (Year-Round or Seasonal)
**Reports To:** Aquatics Director or Facility Manager

**Position Summary:**

The **Aquatic Lesson Manager** is responsible for the full oversight, development, and day-to-day management of all instructional swim programming, including private lessons, group lessons, adaptive aquatics, stroke clinics, and seasonal swim camps. This role ensures that all programs are safe, developmentally appropriate, and aligned with participant goals. The Aquatic Lesson Manager leads a team of instructors, communicates with families, and collaborates with other departments to provide a seamless, high-quality aquatics experience.

**Key Responsibilities:**

**🗓 Program Management**

* Develop and manage a comprehensive lesson calendar that includes:
	+ Private and semi-private swim lessons
	+ Group learn-to-swim classes for all age groups
	+ Parent-and-me and preschool programs
	+ Adaptive aquatics for individuals with special needs
	+ Stroke development clinics and pre-competitive sessions
	+ Seasonal swim camps, intensives, and school break programs
* Ensure program consistency and smooth transitions between levels and offerings
* Manage lesson setup, lane allocation, equipment readiness, and lesson flow
* Track attendance, waitlists, progress reports, and retention metrics

**🧑‍🏫 Instructor Leadership**

* Recruit, interview, hire, and onboard swim instructors and support staff
* Provide new staff training, ongoing in-service education, and in-water coaching
* Create and manage instructor schedules, resolve conflicts, and arrange sub coverage
* Evaluate staff performance through formal and informal assessments
* Promote a positive, accountable, team-oriented work environment

**🧒 Participant & Family Experience**

* Serve as primary point of contact for families enrolled in swim programs
* Handle swimmer placement, reassignments, and progress communication
* Resolve parent concerns or complaints with professionalism and clarity
* Ensure safety, inclusion, and engagement across all participant age groups and skill levels
* Track and report swimmer progress, awards, and level completions

**📊 Administrative & Operational Oversight**

* Utilize program management systems (e.g., Jackrabbit, Amilia, Mindbody, iClassPro) for:
	+ Registration
	+ Scheduling
	+ Roster management
	+ Progress tracking
* Collaborate with the front desk or registration staff to ensure accurate program listings and communication
* Maintain inventory of instructional materials, teaching aids, and pool equipment
* Work with marketing and outreach teams to promote upcoming sessions and events
* Ensure compliance with all safety protocols, facility policies, and legal regulations

**Requirements:**

* Minimum 2 years experience managing or coordinating swim lesson programs
* Strong knowledge of swim instruction techniques, curriculum design, and skill progression
* Current Lifeguard, CPR/AED, and First Aid certifications (required)
* WSI (Water Safety Instructor) or equivalent preferred
* Excellent leadership, communication, and customer service skills
* Ability to work flexible hours including evenings, weekends, and peak swim times
* Organized, self-motivated, and adaptable in a fast-paced aquatic environment

**Preferred Qualifications:**

* Experience in adaptive aquatics or inclusive swim programming
* Background in swim coaching or competitive stroke development
* Bilingual or multilingual skills (preferred but not required)
* Experience with swim lesson registration or CRM software

**Compensation & Benefits:**

* Competitive hourly rate or salary (commensurate with experience and certifications)
* Opportunities for seasonal performance bonuses
* Free or discounted access to swim lessons and facility use
* Leadership development and continuing education opportunities
* Flexible scheduling during off-peak seasons

**Why Join Us?**

We believe every swimmer deserves high-quality instruction and an empowering, safe learning environment. As the **Aquatic Lesson Manager**, you’ll lead the team that builds life-saving skills and lifelong confidence in the water.