

## **Aquatics Program Coordinator**

**Shalom Austin** is the hub of Jewish life in Central Texas. We are a 501(c)3 nonprofit organization comprised of the Jewish Community Center (JCC), Jewish Federation, Jewish Family Service (JFS), and the Jewish Foundation. The majority of our programming operates on 40 beautiful acres on the Dell Jewish Community Campus in the live music capital of the world – “weird” Austin, Texas. We are a passionate group of more than 100 staff working on our mission of enhancing the quality of Jewish life in the greater Austin area and around the world through philanthropy, education, social service, culture, spirituality, and total wellness.

**As Aquatics Program Coordinator of our Aquatics team, you are part of an exciting team of professionals re-opening a new outdoor aquatic center in Central Austin. You will have the unique opportunity of rebuilding our youth and adult swim team and driving our swim lessons for Swim School at the J and Camp. With your direction, we plan to become a member of USA Swimming in the Fall and build a team that meets the needs of our community. With your commitment to excellence, we will reengage our members in water safety swim lessons throughout the year. With your passion, you will train staff and swimmers, promote teamwork and sportsmanship, and encourage personal and collective development. The coordinator also participates in operational activities, such as lifeguarding and swim lessons, and has overall administrative and operational responsibility for the aquatic’s programs and services. This is a full-time position starting in April 2022.**

### **What you will be doing:**

- Be the first point of contact and ‘face’ of the organization’s aquatics programs. Take a genuine interest in interacting and building rapport with members
- Be a consistent presence on the pool deck and ensure instructors and coaches are providing the highest quality programs and to mitigate any issues on deck.
- Collaborate with the Youth & Teen, Early Childhood, and Health & Wellness Departments to create a safe swim schedule (lessons and free swim) for summer camps
- Maintain organized records: training, team records, student & staff evaluations, rosters, attendance, and make-up lessons.
- Facilitate regular ongoing in-service training for instructors and coaches
- For swim lessons, proactively evaluate each swimmer’s ability and assess the appropriate level
- Ensure timely creation and distribution of program evaluations
- Provide excellent customer service, proactively solve problems, and address member concerns and questions.
- Coordinate with the Member Services Department to promote JCC membership to pool users
- Manage payroll and other administrative duties as needed
- Serve as an overall ambassador for the JCC
- Other duties or projects as needed or assigned

### **Head Swim Coach functions:**

- Plan, organize and develop swim team programs
- Relate to the individual swimmers on a personal basis at practice, at meets, and through goal setting, instruction, and positive encouragement.
- Analyze performance and instruct athletes in skills, techniques, and strategies in preparation for meets.
- Plan, attend, and direct team practices as scheduled and within the guidelines set with the Aquatics Director.

- Organize and direct developmental and age group programs regarding seasonal operations, plans, workouts, and meet planning.
- Create and oversee the implementation of a competitive swim training plan
- Build a community of engaged participants, families, and volunteers needed to support the program
- Recruit new swimmers and increase the retention rate of current participants.
- Knowledgeable about the JCC and USA Swim Team regulations and policies and can organize and coordinate multiple priorities in a fast-paced environment.

#### **Other Job Functions:**

- During the off-season:
  - serve as the main swim instructor, providing private and group swim lessons to students of all ages.
  - Teach American Red Cross course to community members
  - Work alongside lifeguard staff, as needed.

#### **Supervisory Responsibilities:**

- Direct supervision of program instructors and swim coaches supporting swim team
- Recruit, hire, develop, and train staff. Mentor and supervise staff to meet program and safety objectives, and to build a positive team culture that promotes individual growth and team building.
- Schedule staff as program needs to ensure safety and quality instruction.
- Submit completed payroll for direct reports to an Aquatics Director.
- Oversee the organization's aquatics programs

#### **What you will bring:**

- Must be at least eighteen (18) years of age
- 2+ years of management experience in the Aquatics/Fitness industries
- American Red Cross Lifeguard Certification
- American Red Cross Water Safety Instructor Certification
- USA Swimming Foundations of Coaching 101 and Foundations of Coaching 201
- American Swim Coaches Association Level 2 & Level 3
- All certifications must be current and in good standing with USA Swimming local LSC registration chair.

#### **Our great benefits:**

- We'll pay you an annual salary of \$38,00 - \$45,000.
- We offer outstanding medical insurance coverage through Blue Cross Blue Shield, and we'll pay 80% of the premium cost on your behalf.
- We provide life and long-term disability insurance, and we pay 100% of the cost for you.
- We will give you lots of paid time off. First-year employees receive: 18 days of paid time off, and more than 15 Jewish and Federal holidays.
- We'll offer you up to a 50% discount for your kiddos in our amazing early childhood program, as enrollment allows.
- We understand that you need work/life balance and that you have commitments outside of the workplace, so we'll do our very best to offer you some flexibility in your work schedule.
- We'll provide you with the opportunity to make a difference in the Central Texas Jewish community every day.
- Professional development opportunities

**What we care about:**

- Shalom Austin is a community-minded, inclusive organization. We are committed to creating and supporting a safe, welcoming and diverse workplace for all people regardless of race, religion, disability, gender or sexual orientation.
- Being fully vaccinated against COVID-19 is a condition of employment at Shalom Austin and required for all employees and independent contractors.

**Shalom Austin Core Values:**

- At Shalom Austin we value unity. We are one Shalom Austin.
- At Shalom Austin we value excellence. We always do our best.
- At Shalom Austin we value respect. We honor one another in all we do.
- At Shalom Austin we value creativity. We think outside the box.
- At Shalom Austin we value initiative. We are proactive contributors.
- At Shalom Austin we value knowledge. We never stop learning.

**How to Apply**

- You don't need to call us, just follow the link to apply.
- We promise we'll get in touch with you by phone or email.

Due to the high volume of applications received, we cannot respond to individual telephone inquiries about whether or not a position has been filled. Only applicants selected to move forward in the recruitment process will be contacted by phone; all other applicants will be notified by email.

Shalom Austin provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion\*, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

\*Due to the nature of our organization and the needs of certain positions, there are times when preference is given to applicants who identify as Jewish.