

## Summer Swim Learning Program - Site Coordinator I (Internal Candidates Only)

Applications are now being accepted for the Summer Swim Learning Program Site Coordinator I position. Interested candidates should submit an application online. Click on the position in which you are interested and apply as instructed.

- Go to **About Us** drop down menu in blue banner
- **Current Vacancies**
- **Apply online now**
- Type “Site Coordinator” in search box

The Summer Swim Program Site Coordinator I will serve as the school contact for Office of Health & Physical Education for lessons being held July 15-18, 2024 and July 22–25, 2024. The **Site Coordinator I** will be hired for Magnolia Middle School. The program will run from 8-12 noon Monday through Thursday. The **Site Coordinator for Summer Swim** should not schedule vacation time during the duration of the program.

Summer Swim Learning Program Site Coordinator I is expected to complete the following duties:

*These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

- Hold and maintain Pool Operator Certificate, Water Safety Instructor Certification and Lifeguard Certification.
- Attends all meetings associated with the Summer Swim Program.
- Works with the Office of Health & Physical Education, swim instructors, administrators, parents, health department personnel, and American Red Cross personnel in the implementation of the swim program.
- Responsible for some instruction, based on class enrollment.
- Make recommendations for student placement based on prior knowledge and ability.
- Assures proper inventory of all program materials and communicates needs to the Office of Health & Physical Education.
- Coordinates, reviews, and maintains HCPS summer swim instruction class records.
- Creates instructor schedules and tracks coordinator/instructor payroll. Submits payroll reports to the Office of Health and Physical Education.
- When necessary, sends required reports to the American Red Cross and to the Office of Health & Physical Education.
- Complies with Health Department health standards for the pool.
- Assists with problem-solving concerns from parents, students, and administration.
- Reviews and maintains pool and instructional standards and secures the pool when appropriate personnel are not on duty.
- Arrive at site ½ an hour prior to student arrival and remain at school until all students have dismissed.

**Summer Swim Learning Program - Site Coordinator I site location:**

Magnolia Middle School