



Eel River Beach Club

Summer Employment Letter of Expectations

Name:

Position: Aquatics Director/Swim Coach

Year:

Overview:

- The Aquatics Director/Swim Coach will oversee all swim-team related programs. Enthusiasm for teaching, coaching and children is considered an essential aspect of the job.
- The Aquatics Director/Swim Coach should take an active role in encouraging and promoting participation in the swim team program. The Aquatics Director/Swim Coach is encouraged to offer additional programs throughout the day for the pleasure and participation of all members that foster a fun and active swimming program.

Public Relations

- Promote friendly and courteous attitudes among all staff toward members
- Be tactful, consistent and firm when enforcing pool rules

Responsibilities of the job include:

- Demonstrate an understanding of facility policies, procedures and rules and enforce these rules in a courteous and uniform manner
- Encourage members to participate on Swim Team
- Run swim team practices and stroke clinics
- Coordinate swim meets
- Attend South Shore Swim League meetings
- Oversee the duties of the Assistant Swim Coach
- Assist in the coordination of instructor schedules with Managers
- Assist in lesson sign-ups and ensure that all participant's names are given to the Treasurer at the end of program for invoicing
- Ensure that daily attendance is taken at lessons and that the attendance sheets are given to the Treasurer on a weekly basis
- Responsible for Red Cross paperwork and certificates
- Maintain current certifications in Lifeguard Training, CPR and Water Safety Instruction

Lifeguards

- Keep adequate number of lifeguards on during club hours
- Check lifeguard certifications
- Maintain accident reports
- Monitor lifeguards - have proper dress
- Attend
- Management Committee Meetings

PLEASE NOTE:

- First year employees shall be scheduled on an as-needed basis. Substitute employees are not guaranteed hours.
- All employees are expected to work through Labor Day weekend, unless they have an educational commitment.
- All employees 14-17 years old must provide a current work permit.
- All employees of the Eel River Beach Club are employees at will. Nothing contained in this offer of employment or any other document provided to you is intended to be, nor should it be, construed as a guarantee that employment, compensation, or any other benefit will be continued for any period of time.

Endorsement: I have read and agree to the terms contained within and I accept the offer.

Signature _____ Email _____ Date _____

4/16/2021