



CCIA JUNIOR SPORTS PROGRAM

Head Swimming Instructor - Job Description

THE JOB:

The Head Swimming Instructor manages and leads the Junior Swimming Program (ages 4-15), at the Christmas Cove Improvement Association (CCIA). Developing and putting into practice a robust instructional program that introduces very young children to the water and supports the growth of enthusiastic young swimmers is the central responsibility of this position. The CCIA Junior Swimming Program often includes up to 135 participants throughout the 8 week summer season.

As one of two Head Instructors at the CCIA along with the Program Directors, the Head Swimming Instructor is highly visible to the community and oversees high school-age and college-age staff. Therefore, the Head Swimming Instructor must be a positive, mature and authoritative role model for the staff and a friendly, community-oriented face of the Junior Program for member families.

The position is Monday through Friday (generally 35 hours per week), and includes office and supervisory responsibilities on certain weekends, along with some off-duty time spent as needed developing lessons and meeting the needs of the swimming program. This position reports to CCIA Club Manager(s) and is supported by Vice President of the Jr. Sports Program. CCIA housing is provided for the Head Swimming Instructor, the Head Sailing Instructor and the Program Directors.

DUTIES:

- Manage the CCIA Swimming Program including supervising high school and college age staff and overseeing safety, supervision and maintenance of the pool.
- Implement the Red Cross swimming curriculum for all levels of swimmers, including lifesaving and water safety programs.
- Plan, organize and run two Swim Day programs.
- Coordinate swim team or guard-start activities.
- Maintain daily attendance records and prepare end of season class placement reports for students.
- Oversee the safety, supervision and maintenance of the CCIA's swimming pool.
- Create and uphold a positive learning environment for CCIA children.
- With the Head Sailing Instructor and Program Directors, plan and lead a portion of the Junior Sports award ceremony at the end of each session.
- The Head Swimming Instructor participates with the Head Sailing Instructor and Program Directors in a variety of Club activities carried out under the direction of the Club Manager. Such activities include, but are not limited to assisting with club social events, including weekends, and CCIA opening and closing responsibilities.

QUALIFICATIONS:

- College age swimmer with strong skills and experience teaching
- Experience overseeing teen or peer-aged staff in any setting is a plus
- Demonstrated ability to teach Red Cross or equivalent Swimming Competency Levels
- Current Red Cross Water Safety Instructor or equivalent training and/or certification in an instructional

program

- Current Red Cross Lifeguard, CPR/AED and First Aid certification required
- Experience working with and motivating children of kindergarten through middle school ages.
- Ability to contribute positively as a team member in a working environment and as a housemate in a living environment is essential.
- Able to lead, prioritize, organize, delegate and communicate

ADDITIONAL REQUIREMENTS AND INFORMATION

* All CCIA Junior Sports Program staff are expected to participate in the Junior Program picnics, Recognition Nights and Swim Days, and to help with clambake preparation and other club activities, if needed. Also, it is important for all instructors to participate in set-up and clean up days.

*All CCIA staff must understand that they are role models for the younger members. Maturity, consideration, enthusiasm, discipline, skill and safety awareness are attributes needed at all times at work and after hours, particularly given the age-range of the staff and on-campus residences for the Head Instructors and Program Directors.

* Housing is provided for Head Instructors and Program Directors of Sailing and Tennis in the CCIA's instructor cottage.

LOCATION:

The Christmas Cove Improvement Association is a coastal summer community located in South Bristol, Maine approximately one hour and fifteen minutes north of Portland. Information about the club can be found at: www.cciamaine.org

SALARY:

Compensation commensurate with experience. A small food stipend is provided.