

Strattonwood Swim Club Board Position Description

For

Swim Lesson Director

Position Overview

Attend scheduled board meetings and general membership meetings. Work with the board members to make thoughtful decisions in regards to pool business.

Keep the board informed of decisions regarding swim lessons and any related issues.

Develop the summer swim lesson session schedule and pricing structure. Coordinate the schedule with the Pool Manager/Personnel Director.

Create and maintain the swim lesson website to include class schedules, pricing, registration process, payments, and communication. Launch and conduct the enrollment process. Monitor enrollments and adjust/eliminate classes as necessary. Track member vs non-member enrollments for tax purposes.

Work with the Personnel Director to determine annual personnel expenses for the swim lesson program.

Provide the Swim Lesson Coordinator with class adjustments, enrollments, and any other necessary information for daily operations.

Track and maintain swim lesson revenue. Communicate revenue discrepancies to Treasurer and Board. Keep detailed records on member vs non-member use of lesson program.

Notify Board of any discrepancies in revenue.

Publicize and market the swim lesson program through social media community groups, members, website, etc. Coordinate with the Communications Director for posting on the SWSC website. Create flyers for distribution in the community, schools, and at the pool.

Coordinate with the Swim Lesson Coordinator the swim lesson materials including but not limited to class lists, report cards, equipment, signs (parking, classes, rules), and supplies.

Reach out to the Volunteer Director for volunteers to check in students the first two days of classes of each session.

Assist the pool manager with hiring lifeguards, swim instructors, and swim aides, if needed.

Review swim lesson curriculum and reports cards. Adjust as needed.