



North County Recreation District

Job Title:	Swim Program Manager
Organization Level:	Manager
Duration/Status:	Regular, full-time
Salary:	Hiring Range is \$50,000-\$60,000
Requirements:	Must pass a background check upon hire

GENERAL DESCRIPTION

The Swim Program Coordinator is a key member of the North County Recreation District (NCRD) Aquatics team, responsible for the planning, coordination, and evaluation of swim instruction programs including group and private swim lessons, school swim programs, and swim team operations. In addition to administrative duties, this position serves as a Head Lifeguard, providing approximately 15–20 hours per week of in-pool and supervisory support to ensure safe and efficient facility operations.

SUPERVISION RECEIVED

The Swim Program Coordinator works under the general direction of the Aquatics Director. This position operates with considerable independence and is expected to exercise sound judgment, initiative, and professionalism in daily operations and decision-making. The incumbent may exercise direct supervision over swim instructors, lifeguards and assigned volunteers.

ESSENTIAL FUNCTIONS:

Program Coordination (Approx. 20–25 hours/week)

- Plan, develop, schedule, and oversee all instructional aquatic programs, including but not limited to:
 - Group and private swim lessons for all ages and skill levels, school swim programs in partnership with local educational institutions and youth swim team programming and meets.
- Recruit, train, schedule, and evaluate swim instructors and coaching staff.
- Develop and maintain program curriculum aligned with American Red Cross or equivalent standards.
- Coordinate program registration processes, track participation, and provide regular reporting.
- Communicate clearly and effectively with participants, parents, coaches, and schools.
- Promote programs in collaboration with NCRD's marketing and communications team.
- Monitor program quality and customer satisfaction, and implement improvements as needed.
- Maintain accurate program documentation and certifications.
- Perform other duties as assigned.

Head Lifeguard Responsibilities (Approx. 15–20 hours/week)

- Serve as a lead lifeguard during public swims, rentals, and special events.
- Provide supervision, coaching, and mentorship to lifeguard staff on duty.
- Enforce pool rules and NCRD safety standards; respond to emergencies as needed.
- Assist with in-service trainings and lifeguard evaluations.



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- Perform routine pool maintenance and water quality checks as scheduled.
- Act as the Aquatics Director's designee when assigned.

QUALIFICATIONS

Minimum Qualifications:

- High school diploma or equivalent.
- Minimum 2 years of experience in aquatic instruction or lifeguarding.
- Current certifications:
 - American Red Cross Lifeguarding with CPR/AED and First Aid
 - Water Safety Instructor (WSI) or ability to obtain within 3 months of hire
- Strong communication, organization, and leadership skills.
- Ability to work flexible hours, including evenings and weekends as needed.

Preferred Qualifications:

- Supervisory experience in an aquatic or recreation setting.
- Swim coach certification (USA Swimming, YMCA, or equivalent).

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrate leadership ability including planning, organizing, budgeting, scheduling, supervision of personnel and evaluation of aquatics programs and services.
2. Ability to manage aquatics operations.
3. Demonstrate excellent communication skills, both oral and written, and good interpersonal skills.
4. Ability to supervise and provide swimming instruction to all age groups safely and capably.
5. Demonstrate willingness to participate in ongoing training, education, and certification.
6. Demonstrate initiative yet able to take direction.
7. Demonstrate attention to detail, trustworthiness, and strong work ethic.
8. Demonstrate interpersonal skills and ability to work with the public.
9. Ability to pass the required background check.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS

Work involves frequent movement throughout the facility, including standing, walking, bending, reaching, and lifting. Must be able to lift and move up to 50 pounds. This position may be required to move heavy equipment on deck. May require participation in pool activities as part of programming or instruction. Position requires critical thinking, time management, problem-solving, multitasking, and the ability to remain calm and professional in high-pressure situations or during emergencies. Work is performed primarily in an aquatic facility with exposure to typical pool facility noise, equipment, and cleaning agents. A flexible schedule may include evenings and weekends. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.