



Position Title: Part-Time Wellness, Sports and Swimming Coordinator

Job Code: 8112

Grade: HI

Reports To: Program Manager of Recreation and Leisure Programs **FLSA:** Exempt

Job Description:

The Part-Time Coordinator is responsible for coordinating the wellness, sports and swimming program in Community Education.

Duties & Responsibilities:

- Sets up classes in the designated areas
- Recruits and assigns qualified instructors
- Trains and evaluates instructors
- Promotes programs through global e-mails and print materials
- Ensures staff and instructors have current credentials as needed
- Works with credit area staff especially in the swimming and wellness programs
- Available to sub some classes within program
- Keeps enrollment and income data
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in Sports Education or related field
- Two (2) years' experience coordinating an educational/sports or wellness program
- Experience coordinating a learn to swim program
- Current CPR/first aid certification required
- Ability to swim and teach swimming
- Ability to work in a multi-ethnic and multi-cultural environment
- Ability to work a flexible schedule

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name