

# Swim School Coordinator

**Reports To:** Executive Director

**Salary:** \$41,600 (40 hours)

**Hours:** Full-time Exempt – Eligible for health insurance benefits and paid time off.

## About the Northeast Community Center

The NECC is an independent non-profit community center and treasured neighborhood anchor in NE Portland. Located in the former NE Family YMCA facility, the NECC is a thriving hub that offers recreation, aquatics, fitness, wellness, and enrichment programs and activities for all ages. Valued by staff and participants for its welcoming intergenerational environment, the NECC strives to strengthen the fabric of our community by providing opportunities to stay active, socially connected, and physical/mentally healthy.

At the NECC, we respect, value, and welcome diversity in our staff, participants, and in the community we serve. We strive to hire staff that share these values and who are interested in learning how to best serve and support everyone in the community. We value the life experiences of BIPOC, LGBTQ2S+, and other persons identifying as a member of a community that has been historically marginalized.

## Job Overview

The NECC has a small pool with programs that make a big impact. Before COVID, more than 500 swimmers participated in the NECC's learn-to-swim classes and recreational swim club each session. In 2020, the NECC Board adopted a [strategic plan](#) to guide the organization through the next two years, in part adopting goals to create programming that is community-based and community-driven, and to champion and embed equity in all parts of the organization. The NECC is committed to utilizing its inviting pool to reduce incidents of drowning and teach children (and adults) to swim.

We are seeking an energetic, collaborative person with a passion and vision for building a water safety and learn-to-swim program that serves the diverse population in NECC's service area.

## Position Details

The Swim School Coordinator has five essential responsibilities:

- 1) In alignment with NECC's Strategic Plan, structure and manage all aspects of a water safety and learn-to-swim program that efficiently utilizes the pool in teaching children (and adults) how to swim and reduces the risk of drowning.
- 2) Recruit, train, supervise and evaluate staff.
- 3) In collaboration with NECC's Deputy Director, pursue, nourish & maintain mutually beneficial partnerships with culturally-specific and other organizations in NECC's service area. Identify and implement strategies to effectively serve non-swimmers in BIPOC, immigrant, and other communities that are at greater statistic risk for drowning.
- 4) Actively teach at least 8 hours of lessons/week and be available to sub as necessary.
- 5) Evaluate current curriculum, make recommendations for improvements to align programming with strategic plan and vision, and in collaboration with Executive Director and Operations Coordinator, implement approved recommendations.

Classes and programs can run from morning to late at night and on weekends. Your schedule must be flexible enough that you can adapt your hours from time-to-time as needed to effectively interact with your staff and other Program Supervisors and/or to sub classes as needed.

### **Other Job Responsibilities**

Other job responsibilities could include: collaborating with Head Lifeguard regarding scheduling, communicating with participants and parents, providing opportunities for relevant feedback regarding programming, attending staff meetings, identifying and communicating about marketing needs for program offerings, actively working to further the equity goals in NECC's strategic plan, actively participating in community engagement activities regarding water safety and learn-to-swim programming, and working collaboratively with the Executive Director to establish a budget.

### **Position Requirements**

- Experience teaching water safety and/or learn-to-swim classes.
- A current swim teaching certification from an accredited program or a previous certification and the ability to obtain recertification upon hire.
- Experience managing people of diverse ages from a variety of backgrounds.
- Inquisitiveness about and commitment to learning how to serve a diverse range of people.
- Preferred but not required:
  - Experience working with children experiencing disabilities, who are neuro-diverse, or who experience difference in sensory processing.
  - Lifeguard certification
  - Bicultural or bilingual

The Swim School Coordinator will need to be able to move throughout the building, ascend/descend one flights of stairs to enter the facility, safely navigate a slippery deck, operate a computer, converse over the phone, and observe people teaching and participating in programs.

If selected, candidates will need to submit to a background check. Prior involvement with the justice system will not immediately disqualify a candidate.

Upon hire, onboarded employees will be required to obtain First Aid, Adult/Child/Infant CPR & AED Certification (if they do not already have one). The NECC will cover the price of enrolling in these certifications.

### **Submit the following to [jobs@necommunitycenter.org](mailto:jobs@necommunitycenter.org):**

- Your resume or a description of your qualifications as it relates to the position
- A cover letter or email letting us know why you would be a good fit for this position

**Timeline:** Applications are accepted and interviews scheduled on a rolling basis. We encourage you to submit your application as soon as possible to be considered for the position.