

## Swim School Coordinator – Whangarei Aquatic Centre

CLM and SwimMagic are seeking a motivated, outgoing and energetic leader to drive the Swim School at the Whangarei Aquatic Centre.

The position includes; leading a team of Swim School Instructors, ensuring the Swim School follows the SwimMagic teaching and administrative policies, and delivers the programme to a high standard. The position requires an understanding of swim teaching, competent leadership and administrative abilities, and a passion for working with children in an aquatic environment.

The role reports to the Facility Manager and will have the team of Swim Instructors as direct reports. Therefore, experience in effectively motivating and engaging a team of staff is required. This role requires strong interpersonal and communication skills for engaging with both the staff and community.

The ideal candidate will be:

- Knowledgeable in swim school operations and the industry
- Able to follow the SwimMagic programme, systems, procedures and methods of teaching
- Have great leadership skills and be able to work well in a team
- Have excellent customer service and be able to deal with complaints in a professional and efficient manner
- Be competent in the preparation and monitoring of business plans and budgets
- Ensure the businesses administration is done efficiently
- Motivated to deliver the required marketing and promotional duties required, such as visiting and presenting to schools and community groups
- Have a passion for swimming and working with children
- Have swim teaching qualifications or be willing to gain these through employment

You need to be:

- Motivated, enthusiastic, professional and honest;
- Reliable;
- You must be able to work unsupervised;
- Be well organised;
- Computer savvy;
- Enjoy healthy living, fitness, sport and recreation.

Relevant qualifications and experience will be advantageous. We offer competitive rates of pay, ongoing training and development and full use of the facilities.

The position is full time 36 per week and the swim school operates over both weekdays and weekends and therefore you must be able to be flexible with your working arrangements and there may be weekend work as part of the role.

If this sounds like you please send your CV with covering letter to [clmrecruitment@clmnz.co.nz](mailto:clmrecruitment@clmnz.co.nz)

Application period closes

*CLM has carried out a health and safety risk assessment for this position to ensure we are complying with our obligations under the Health and Safety at Work Act 2015. As a result, we can only consider applications from applicants who are fully vaccinated against Covid-19 unless there are exceptional circumstances.*