



Job Title: Open Water Swim Coordinator

Location: St Andrews Lakes, Halling, Kent.

Overview: St Andrews Lakes is seeking a highly motivated and experienced individual to fill the role of Open Water Swim Coordinator. This individual will be responsible for overseeing all aspects of our open water swimming program, ensuring a safe, enjoyable, and organised experience for participants.

Responsibilities:

1. Program Management:

- Develop and implement a comprehensive open water swim program, including scheduling, registration, and participant communication.
- Regularly evaluate the program's effectiveness and make adjustments as necessary to meet participant needs and safety standards.

2. Safety Oversight:

- Maintain a high standard of safety for all open water swimming activities.
- Implement and enforce safety protocols, including emergency procedures, participant briefings, and monitoring weather conditions.
- Ensure all equipment used in open water swimming activities is properly maintained and in good working condition.

3. Participant Engagement:

- Provide excellent customer service to all participants, addressing enquiries and concerns in a timely and professional manner.
- Foster a welcoming and inclusive atmosphere for swimmers of all skill levels and backgrounds.
- Organise and facilitate clinics, workshops, and other educational opportunities to enhance participants' skills and enjoyment of open water swimming.

4. Staff Management:

- Recruit, train, and supervise a team of open water swim coaches.
- Delegate responsibilities effectively to ensure smooth operation of swim sessions and events.
- Conduct regular performance evaluations and provide feedback and support for staff development.

5. Administrative Duties:

- Maintain accurate records of participant registration, waivers, and other relevant documentation.
- Assist with marketing and promotional efforts to attract new participants to the open water swim program.
- Manage inventory and procurement of equipment and supplies within budgetary constraints.

**Qualifications:**

- Previous experience in open water swimming instruction, coaching, or lifeguarding.
- Strong knowledge of open water safety principles and practices.
- Excellent communication and interpersonal skills.
- Ability to work effectively both independently and as part of a team.
- Current lifeguard certification and CPR/First Aid certification preferred.
- Experience managing staff and/or coordinating recreational programs is desirable.
- A passion for outdoor recreation and promoting physical activity and wellness.

Benefits:

- Competitive salary commensurate with experience.
- Opportunity to work in a dynamic and rewarding outdoor environment.
- Potential for professional development and advancement within the organisation.
- Access to facilities and resources for personal recreation and fitness.

Application Process:

To apply for the position of Open Water Swim Coordinator at St Andrews Lakes, please submit a resume and cover letter outlining your qualifications and relevant experience to jobs@standrewslakes.co.uk.

Applications will be accepted until March 24th. Only candidates selected for an interview will be contacted. St Andrews Lakes is an equal opportunity employer.