



## JUNIPERO SERRA HIGH SCHOOL

Job Title: Swim School Assistant Coordinator  
Job Type: Part-Time, Seasonal 2026  
Schedule: Monday-Thursday (Most weeks)  
Reports to: Swim School Coordinator  
Compensation: \$22.00 per hour

### About the Program:

Junipero Serra High School is a Catholic college preparatory for boys. Located in San Mateo, in the heart of the San Francisco Peninsula, Serra's legacy spans over 80 years of excellence in Catholic education. A rich and rigorous academic curriculum, a wide range of extracurricular activities, and an environment of support, compassion, and mutual respect are hallmarks of Serra. Serra's faculty and staff are deeply committed to mentoring their students, providing a framework for young men to grow in faith, wisdom and service as active members and leaders in the community. Serra Summer Swim School is operated for boys and girls, ages 5-12 and is an extension of the beliefs and philosophy of the high school.

### Position Summary:

To support the operation of the Junipero Serra Summer Swim School for boys and girls, ages 5-12. This would include working with instructors/lifeguards, swim school students and the parents of the swim school students as well as collaborating with other summer programs at Junipero Serra High School.

### Key Responsibilities:

- Assist recruiting, interviewing, hiring and training instructors/lifeguards
- Schedule and register for swimmers for lessons
- Supervise instructors on-site
- Monitor swimmer progress
- Facilitate parent, swimmer and instructor concerns as needed
- Perform other duties as assigned
- Qualifications:
- High School Diploma required, bachelor's degree preferred
- Previous supervisory experience preferred
- CPR/First Aid/Lifeguard Certificate
- Excellent interpersonal and communications skills: clear, articulate, engaging, and professional in speaking and writing

To Apply:

- Please submit the following to [hr@serrahs.com](mailto:hr@serrahs.com):
  - Cover letter
  - Resume
  - Two letters of reference

All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and pursuant to the San Francisco Fair Chance Ordinance, will consider for employment qualified applicants with criminal history.

A CATHOLIC COLLEGE PREPARATORY