



JUNIPERO SERRA HIGH SCHOOL

Job Title: Swim School Coordinator

Location: Onsite - Junipero Serra High School, San Mateo, CA

Job Type: Part-Time, Seasonal

Schedule: Monday-Thursday (most weeks)

Reports to: AP: Student Life

Compensation: \$25.00 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. The Junipero 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 operate 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 coordinating the program with other summer programs at Junipero Serra High School.

Responsibilities:

- Recruit, interview, hire and train instructors/lifeguards
- Work with Human Resources to timely onboard instructors/lifeguards
- Coordinate with the payroll department regarding employee timecard approvals
- Coordinate registration and other administrative duties through Camp Brain
- Arrange safety purchases and other expenses
- Advertise the lesson program
- Maintain database of customers
- Schedule and register swimmers for lessons
- Coordinate deposits of all fees with Business Office
- Supervise instructors on-site
- Monitor swimmer progress
- Facilitate parent/guardian, swimmer and instructor concerns
- Coordinate instructor certification with American Red Cross
- Purchase and distribute awards
- Perform other duties as assigned

Qualifications:

- High School Diploma required, bachelor's degree preferred
- Previous leadership and experience in a swimming school environment
- 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:
- 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

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