

Application for Swim Co-ordinator/ Camp Co-ordinator

Shoreline Leisure Bray is one of the leading Sport and Leisure providers in the country. The organisation aims to increase sport and leisure participation among the community and targets all age groups. Shoreline Leisure swim school is one of the largest swim schools in the county. It is recognised for achieving high standards of swim teaching as well as producing top quality swimmers

Position

As swim co-ordinator/ camp co-ordinator you will lead this department and be responsible for the overseeing of day-to-day management of the Shoreline Leisure Bray Swim School. You will be accountable for driving this department forward by delivering upon its previous success while providing the leadership necessary to meet future developmental needs.

Prerequisites

- Level 2 Swim Teachers
- Valid Lifeguard Qualification

Key responsibilities

- Leading and developing the team of swim teachers in order to ensure that the highest standards of swim teaching are consistently delivered across all of the Shoreline Swim School programs
- Managing the administration aspect of the Swim School with respect to both the school lessons and public lessons
- Rostering/ Timetabling of the Swim Teachers ensuring that all duties are distributed fairly throughout the weekly schedule
- Ensuring that the Swim School operates to maximum occupancy levels in order to achieve financial targets
- Development of new business opportunities and the introduction of new programs/ products
- Responding to customer queries/ complaints in a professional and timely manner in order to ensure the highest levels of customer care are delivered
- Ensure that all client records are maintained in a secure manner in line with the company GDPR guidelines
- Design, implement and deliver a staff development plan for all members of the Swim School team

- Support centre management in the overall development, management and operations of the centre to contribute to the financial success of the company
- Liaising with swim school parents, participants and school co-ordinators to ensure Shoreline Leisure maintain a high level of customer satisfaction
- Managing the administration, marketing and program delivery of the Shoreline Children's Activity Camps to ensure maximum occupancy in order to achieve financial targets
- This is a 40-hour per week role, which includes weekend work

Key Competencies/ Skills

- Act as a role model/ mentor
- Excellent communications skills
- Ability to motivate a team
- Strong focus on customer care
- Strong administration/ organisational skills
- Proficient in Microsoft Packages, Course Pro, Social Media Platforms

All applications should be sent to 'kkelly@shorelineleisure.ie' by 6.00 pm on Wednesday the 27th February 2019