

Head Coach/Assistant Head Coach

***** ALL-YEAR-ROUND * FULL-TIME * NO MORE PRESSURE OF SWIM MEETS *****



Job Description:

Calphin Aquatic Club is looking for an experienced swim coach to fill in the position of **Swim Head Coach/Assistant Swim Head Coach** in our Dublin location. The ideal candidate should be caring, energetic, self-motivated, professional and passionate for coaching. The position will be offered with:

- **Extremely competitive compensation \$46,000.00 to \$55,000.00 per year based on coaching experience**
- **Attractive benefits**
- **Full-Time with Flexible work schedule**
- **Swimming school setting without the pressure of swim meets and competitions**
- **No more spending weekends at swim meets. Keeping your weekends to yourself or working at the Calphin indoor pool for some of the weekends by your own choice.**
- **All-year-round swimming school with great job stability**

The working environment at Calphin is friendly, energetic and fun with great team-work spirits. The facility in Dublin is near highway entrances and walking distance to Dublin/Pleasanton Bart Station.

The working opportunity at Calphin is great! Please do not hesitate to send in your resume NOW. You are welcome to stop by to check out our beautiful facility at 6175 Dublin Blvd. Dublin, CA 94565.

Job Responsibilities:

- Reporting to site director / head coach.
- Assisting the site director / head coach to lead the deck supervisor team and entire coaching team.
- Performing all tasks as a regular coach, but with a higher standard.
 - Average 20 to 25 hours coaching per week built in the schedule
- Training new deck supervisors and coaches.
- Planning and hosting coach's monthly/quarterly trainings and meetings.
- Conducting coach evaluations and performance rating.
- Conducting quality control on coaching and swimming classes for entire swimming program.
- Etc.

Applicant Qualifications:

- Previous experience as a competitive swimmer.
- A minimum of two years coaching experience.
- Able to break down and teach all 4 competitive strokes.
- Able to provide in-water instructions and demonstrations.
- Able to provide constructive feedback and instruction to swimmers in all levels.
- Should be fully familiar with **USA/FINA** swimming rules and procedures.
- Should have ASCA Level 1 & Level 2 certification.
- Have decent office/computer skills.
- Have Good communication, organization & management skills.
- Eligible to work in the United States and submit to a background check prior to hire.

How to Apply:

Send a cover letter of application, resume and three professional references to Calphin HR department at myjob@calphin.com.

Assistant Front Desk Manager



Job Description:

Calphin Aquatic Club is currently seeking a candidate to fill in the position of **Assistant Front Desk Manager** in our Dublin location. The ideal candidate should be caring, energetic, self-motivated and professional with positive customer service attitude. The position will be offered:

- **Market competitive compensation \$35,000.00 to \$42,000.00 per year based on working experience**
- **Attractive benefits**
- **Flexible work schedule**

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Job Responsibilities (Include but not limited to)

- Supervise all aspects of our front desk operations. Perform related tasks as assigned.
- Ensure front desk department operated within established guidelines
- Create and update the customers' swim program schedules and staff work schedules.
- Ensure the quality of our customer service and sales.
- Help to ensure customer satisfaction and maintain good customer relationships.
- Act as a role model for the front desk staff and provide excellent customer service.
- Supervise, counsel, communicate and motivate staff to accomplish our business goals.
- Recruit, hire, train and evaluate front desk staff.
- Facilitate front desk meetings and trainings.
- Prevent, recognize and handle emergency situations or incidents timely and professionally.
- Serves as the manager on duty including some evenings and weekends, and get hands-on to work as a front desk consultant whenever needed.
- Assist to create, develop and/or improve our aquatic programs to fully utilize the facility capacity based on customers' demands and feedbacks.
- Help to grow business, enhance efficiency with cost control.

Applicant Qualification:

- ***Must be Bilingual with English and Mandarin.*** In addition, Cantonese speaking is a plus.
- Minimum two years of front desk management experience with successful results.
- Self-starter with strong sense of responsibility. Good work ethics, communication skills and problem-solving capability.
- Ability to deliver best quality customer service in a high traffic business environment
- Outgoing personality with excellent communication and interpersonal skills.
- Strong organizational and team management skills.
- Good judgment in various situations. Strong problem solving and conflict management skills.
- Ability to work effectively with all levels of management and culturally diverse working environment.
- Bachelor's degree in hospitality, business management, business administration, marketing, human resource, or 4+ years related education.
- Proficient with Microsoft Word and Excel.
- Reside in the Bay Area.
- Ability to work on some weekends and evenings.

Desirable Qualification:

- Experience with managing front desk department in an aquatic facility.
- Successful experiences in staff recruiting and team building.
- Previous experience in sales/marketing.
- Previous experience in swimming - swim instructor or lifeguard is a plus.

How to Apply:

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Front Desk Consultant



Job Description:

As one of the fastest growing clubs in the bay area, Calphin Aquatic Club is looking for responsible, enthusiastic individuals who love working with children and swimmers. Part-time positions are available year-round with flexible work schedule, competitive wages and friendly environment, great for college students. Individuals with Customer service, receptionist, sales, coaching/swim experience, self-motivation, and passion are highly desired. Opportunities for growth in various areas for the right people!

- Market competitive wages \$13.00 – \$15.00 per hour based on working experience
- Part-time or full-time
- Flexible work schedule

Minimum Qualifications:

- ***Must be Bilingual with English and Mandarin.*** In addition, Cantonese speaking is a plus.
- Outgoing personality with excellent phone and communication skills
- High School Graduate
- Able to deliver top notch quality customer service in a high traffic office environment
- Experience with Microsoft Excel, Word & Google docs (iClasspro preferred, not required)
- Well organized, quick learner, and able to multi-task
- Able to complete assignments unsupervised and in a timely manner
- Able to work weekend and evening shifts

Desirable Qualifications:

- Prefer a college degree (in progress okay)
- Multi-lingual. Mandarin and/or Cantonese speaking is a plus
- Previous experience in sales/marketing
- Previous experience in swimming - swim instructor or lifeguard is a plus
- An individual who can personally relate to parents with school-age kids

Responsibilities and Duties:

- To deliver excellent customer service while presenting a welcoming professional image
- To completely register/enroll customers into proper program, consulting to the best of ability
- To answer all incoming phone calls (multiline phone), treating each call as a valued customer
- To maintain minimal upkeep of facility (i.e. lobby, conference room, bathrooms)
- Support staff/managers in delivering the best quality service (administrative assistant work)
- To sell all products including the enrollment of any, and all aquatic programs
- To organize and maintain all registration paperwork for all programs
- To do data entry, documentation and point of sales

How to Apply:

Send a cover letter of application, resume and three professional references to Calphin HR department at myjob@calphin.com.

Swim Instructor



Job Description

LOOKING FOR A JOB THAT IS REWARDING AND FUN??

Calphin-Dublin is currently looking for friendly, caring, energetic, and responsible swim instructors and lifeguards with top pay, attractive benefits, and flexible schedules. Ideal for college (or high school) students, stay-at-home parents/Grandparents, and professionals. Local competitive swimmers, passionate swim instructors, experienced coaches with self-motivation and positive customer service attitude are highly desirable with higher pay. Calphin offers a quarterly, performance-based incentive program for instructors who have excellent attendance and a great passing rate. On top of our amazing incentive program, we give our employees bi-yearly reviews not only with the opportunity to advance monetarily but also to communicate future goals. Open positions are limited. Submit your resume today!

- **Market competitive wages \$13.50 to \$20.00 per hour based on coaching experience**
- **Part-time**
- **Flexible work schedule**

Responsibilities and Duties

- Embrace the Calphin mission with a spirit of love, passion, caring and fun
- Ensure the safety and well-being of our swimmers and customers
- Instruct swim classes from children to adults, beginner to competitive (Swim Instructor)
- Deliver learning progression in a safe and fun environment (Swim Instructor)
- Observe and enforce all pool rules (Lifeguard)
- Commit to the assigned work shifts or schedules
- Timely Recognize & respond to emergency situations providing proper care as trained

Qualifications and Skills

- Safety & responsibility sense
- Dedication
- 16 years or older and Fluent in English
- Healthy with reliable transportation
- Pass criminal background check

Calphin Aquatic Club offers year-round swim programs. We are here & ready to provide the best quality of swimming classes in the Bay Area. All coaching staff members are carefully chosen to fit into our program and achieve our goal — "To help swimmers succeed in tomorrow's competitive world through swimming". We believe our swimming programs help to strengthen swimmers' physical health, confidence & will-power, which are fundamentally important to succeed in tomorrow's competitive world. Our students will also be able to reinforce and memorize their competitive swimming skills, refine their swimming strokes and improve their swimming times after experiencing our swim programs!!!

How to Apply:

Send a cover letter of application, resume and three professional references to Calphin HR department at myjob@calphin.com.

Aquatic Coordinator/Assistant Aquatic Coordinator



Job Description:

Calphin Aquatic Club is looking for a qualified individual to fill in the position of **Aquatic Coordinator/Assistant Aquatic Coordinator** in our Dublin location. The ideal candidate should be caring, energetic, self-motivated, professional and passionate for coaching. The position will be offered by:

- **Market competitive compensation \$40,000.00 to \$49,000.00 per year based on working experience**
- **Attractive benefits**
- **Full Time with flexible work schedule**

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Job Responsibilities:

- Reporting to *Aquatic Manager/Aquatic Coordinator*
- Embracing Calphin mission with a spirit of love, passion, caring and fun
- *Conducting daily aquatic operations with the focuses on quality control and efficiency*
- *Developing, improving and conducting the high-quality aquatic programs to maximize the pool time to its capacity*
- Responsible for coaching team building and management
- Creating and updating the coaching team schedules for the aquatic programs
- In charge of hiring and training new swimming instructors with our existing proven training programs
- Conducting and improving on the training programs of Red Cross Lifeguard, CPR/AED Certification
- Ensuring a safe, clean, well-organized and well-maintained facility with performing daily pool chemical test and facility walk-through. Maximizing the facility uptime in good condition while minimizing facility operational costs
- Preventing, recognizing and handling emergent situations timely and professionally;
- Acting as the aquatic manager on duty including evenings and weekends whenever is needed
- Be able to be hands-on and act as deck supervisor and/or substitute swim instructor when situations become necessary
- Etc.

Applicant Qualifications:

- **Minimum Qualifications:**
 - Two years aquatic management experiences
 - Hands-on management Skills
 - Strong sense of responsibilities, communication skills and problem-solving capability
 - Lifeguard, CPR & First Aid certifications
 - Be able to work on weekends
 - Pass criminal background check
- **Desirable Qualifications:**
 - Swim coaching or instructing experience for 2 to 3 years. Passion for swim instructing or coaching
 - Aquatic programming experiences
 - Aquatic staff recruiting and team building experiences with great people skills
 - Pool facility operation experiences or CPO/AFO certification
 - ARC lifeguard instructor certification
 - Competitive swim experience preferred but not required
 - College degree preferred but not required

How to Apply:

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About Calphin:



As a lifetime member of U.S. Swim School Association, Calphin Aquatic Club was co-founded in 2003 by a world champion and Olympic Medalist. The club is well-known in the Bay Area for its proprietary mastery-based curriculum, which is uniquely distilled from 30 years of training, competition and coaching experience from our Olympian co-founder. Our swimmers benefit tremendously by learning to swim in the right way from the very beginning. The club also provides modern, safe, clean and well maintained indoor swim facilities in both Dublin and Fremont.