



## Swim Centre Manager - Weekend only

### Overview

First Swim in Sandyford are looking for a weekend Centre Manager to lead the front of house team and support the swim teaching staff. The manager will be a first point of contact for all customers, providing clear and knowledgeable information of the facilities and services, with an efficient and friendly approach. They will also provide administrative support for the centre, manage bookings, serve coffee in our customer-only café and oversee operations in the pool plant room. This role will report directly to the Company Director.

### Salary & Hours

€20-25 per hour depending on experience  
Saturday and Sunday 0900-1800

### About First Swim

We are Ireland's first purpose-built baby & toddler swim school based at the Beacon South Quarter in Sandyford with our own onsite heated pool. Our modern and advanced centre has been designed around the needs of parents and babies making it unique in every way teaching swim lessons for ages 3 months to 3 years old. We have a private café, viewing area for guests and spacious changing rooms with shower facilities.

### Start Date

Immediate

### Key Responsibilities

- ☐ Manage and lead all staff staff, overseeing staff rotas for shifts and breaks
- ☐ Meet & greet all customers, promoting and delivering a high standard of customer service
- ☐ Ensure all areas of the centre are clean and safe at all time
- ☐ Manage a small coffee dock, serve coffee and manage stock requirements
- ☐ Provide admin support to the swim teachers and to the company director
- ☐ Oversee bookings, general enquiries and merchandise sales
- ☐ Promote the First Swim brand via social media

### Role Requirements

- ☐ Strong communication skills, works well with others, positive attitude
- ☐ Manager level experience in leisure or customer service roles required
- ☐ Swim teaching qualification is essential
- ☐ Experience working with parents, babies & toddlers is an advantage
- ☐ Swimming pool plant room experience desirable but training can be provided
- ☐ Highly professional, well presented and welcoming manner
- ☐ Basic IT skills required for bookings and general administrative work
- ☐ Ability to prioritise tasks and manage time effectively
- ☐ First Aid and Safeguarding training can be provided
- ☐ Garda vetting required

### Benefits include

- ☐ Discounted parking at BSQ
- ☐ Bike To Work scheme
- ☐ Additional industry training programmes
- ☐ Café & employee discount

Email us at [colin@firstswim.ie](mailto:colin@firstswim.ie)

All correspondence is strictly confidential.