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## Head Swim Team Coach/Aquatics Coordinator Job Description

YMCA of Dodge County

Part Time

Hours 20-30/week

Salary \$11.00 - \$14.00/hour

### Job Description

Under the direction of the Aquatic Director, the Head Swim Team Coach/Aquatics Coordinator oversees and directs the swim team as well as assists in coordinating swim lessons, lifeguards and staff training. This includes maintaining a high level of communication with fellow coaches, participants, parents, officials and administration, running daily practices, planning events (competitive and social), completing meet entries, seasonal scheduling, planning program capacities and supervision of assistant coaches. The Head Swim Team Coach/Aquatics Coordinator must be able to answer all questions pertaining to all levels of the swim team and aquatics areas of the YMCA. This position assists with the development, organization and implementation of high-quality YMCA aquatics program(s) in accordance with the YMCA mission, strategic plan, goals and all policies and procedures of the YMCA of Dodge County and the YUSA Best Practices.

### Qualifications

- Must be at least 18 years of age
- Related experience in administration, lifeguarding and swim instruction preferred
- Proficient in Microsoft Excel, Outlook and Word
- Previous competitive coaching experience/participation is required
- Knowledge of rules, regulations and guidelines of USA Swimming, YMCA of the USA Competitive Sports, as well as practices outlined in the Technical Assistance Paper for YMCA Competitive Swimming is preferred
- Requires ability to professionally and effectively communicate with members, staff and supervisors; maintain confidentiality and exchange accurate information
- Requires ability to effectively interact with, lead, and motivate members who have a variety of abilities and needs
- Must demonstrate initiative, strong leadership and communication skills, and have the ability to provide guidance to staff and volunteers with a variety of educational and experiential backgrounds
- Strong administrative, organizational, and computer skills are required
- Knowledge of Hy-Tek swimming software, Superior Swimming Timing equipment and Colorado Timing System equipment is preferred, willing to train
- Certifications in the following safety areas or the ability to obtain within 30 days
  - CPR for the Professional Rescuer/AED
  - Lifeguard Training
  - Safety for Swim Coaches
  - YMCA Principles of Competitive Swimming and Diving
- Must successfully pass a background check



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### Physical Requirements

The employee is expected to meet the physical requirements of the position, which may include, a frequent amount of sitting, standing and walking, reaching, stooping, kneeling, bending and occasionally lifting and/or moving up to 50 pounds. Lifting requirement of the position may be greater depending on the particular job to be performed.

### Education and/or Experience

- High School Diploma or equivalent

### Essential Functions

- Works with the Aquatics Director to provide personal and social development for lifetime skills by developing and improving the technical and physical skills of swimming through effective practice sessions. Plan curriculum and manages practice sessions
- Works with the Aquatics Director to encourages healthy competition through swim meet involvement. Prepares swim meet information, entries and registrations, attends meets, directs and manages warm ups and team discipline, provides encouragement and motivation, and manages award distribution
- Works with the Aquatics Director to facilitate socialization, participation and interaction of all participants through active involvement in safe, fun and developmentally appropriate activities; provides adaptations based on individual needs and utilizes positive behavior guidance techniques with participants
- Report to the Aquatic Director on matters related to the Swim Team (i.e. assistant coaches, practice schedules, team development, etc.)
- Posting all fees related to swim team
- Ensure the safety of all members and guests, understands/reviews all safety rules and emergency procedures. Promotes and enforces safe behaviors and responds to emergency situations immediately in accordance with YMCA policies and procedures. Completes related reports as required
- Increases member retention by providing personalized member experiences and building positive relationships with and among members, staff, volunteers and/or guests
- Creates a supportive and uplifting environment. Facilitates the development of small communities, helping members to connect with other members. Actively recruits parents to volunteer for hosted swim meets and obtain officials certifications
- Knows and understands aquatic programs and department policies and is able to clearly explain information to members
- Communicates clearly and professionally with members, guests, supervisor, and co-workers as needed. Respects the confidentiality of all members, volunteers and staff at all times





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- Active role in preparation and running of home swim meet(s)
- Be knowledgeable of swim team annual budget
- Assists in ensuring Aquatics Department shifts are covered adequately to meet member needs
- Facilitates certification programs (ie.. Cpr, first aid and lifeguard training for the community and assures compliance with American Red Cross program standards)
- Promotes, registers and instructs private lessons
- Assist in Social Media Development of the Swim Team
- Attend all mandatory meetings and all required YMCA Staff trainings
- Supports, participates and promotes employee, volunteer and member engagement in the Annual Campaign and other fundraising activities
- Keep all required certifications up to date (CPR, Coaches Safety Training, First Aid)
- Correspond daily and weekly on matters pertaining to swim team
- Continue personal education related to the sport of swimming
- Assist in all YMCA activities and special events, as needed to ensure their success
- Perform other duties as designated by the Aquatics Director

I have read and understand the above position description. I agree to fulfill all requirements necessary for the performance of all job segments described and follow the YMCA of Dodge County's policies and procedures.

Employee's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_