



Job Title: Head Swim Coach	Direct Supervisor: Aquatics Manager
Department: Aquatics	Revision Date: 12/30/16, 8/10/16, 6/8/2015
Wage band:	Job Grade: Staff

Summary

The Head Swim Coach plays an integral part in the continuum of quality swim instruction at The Wave. Providing a positive environment where each swimmer has the opportunity to reach their potential as a swimmer technically, physically, and mentally.

Essential Duties and Responsibilities

Interpersonal Skills:

- Always present friendly and courteous behavior when interacting with parents, members and guests. Review "Service 212" document regularly.
- Approach all encounters with members, guests and fellow employees in an attentive, fully present, courteous and service-oriented manner.
- Work with your manager and peers to create a positive work environment for all, remembering everyone is a customer, even co-workers.
- Be conscious of how you are connecting with others, focusing on whomever you are speaking and listening to (eye contact, smile, full attention)
- Pay attention to and manage disruptive emotions (frustration, impatience, etc.) when interacting in challenging situations. Be willing to accommodate other's needs whenever possible.
- Respect all stakeholders' privacy, perspective, priorities, time and resources.
- Encourage the recruitment of new members and the retention of current members by your professional actions, timely and accurate information concerning programs, and knowledge of the member handbook.

Coaching:

- Plan, organize and conduct regular practice sessions.
- Plan and provide training direction, physical conditioning programs, encouragement and motivation to prepare swimmers for competitive events.
- Identify and recruit potential swimmers.
- Plan strategies and chose competitors for individual and team events.
- Adjust coaching techniques based on the needs of each individual swimmer.
- Conduct in-service training and coaching clinics for assistant coaches.
- Ensure the orderly and respectful conduct of swimmers at all team practices and events.
- Demonstrate retention of skills and knowledge.

Administrative:

- Exercise conservative judgment and fiscal responsibility to support The Wave, operating within the swim team budget.
- Work with appropriate P.A.C. chair member to ensure all swimmer info is up to date and any appropriate registrations are processed.
- Maintain close communication with swimmers, parents and supervisors regarding all team practices, meets, events and programs
- Assist the P.A.C. (parent advisory council) to plan and conduct special projects such as local swim meets, fundraisers, team publicity and parent/swimmer events.

Safety:

- Maintain the safety of all swimmers, guests and staff by enforcing safety rules, club policies, and governmental regulations.
- Recognize and respond to emergencies and initiate emergency action management plan when necessary.
- Inspect the work area and/or any used areas of the facility on a daily schedule and report any unsafe conditions to the manager.
- Participate in regular in-service trainings.

Custodial:

- Perform custodial duties such as picking up all swim team equipment, removing all trash and recycling to proper containers, replacing lane lines and removing blocks.
- Conform to the maintenance standards of the facility.

Job Demands and Requirements

Physical Demands:

- Frequently required to sit, stand, swim, walk, and talk or listen for extended periods.
- Have functional visual ability, depth perception, and sound perception.
- Ability to properly wear and use gloves and other protective equipment.
- Ability to lift and/or move 50 pounds.
- Occasionally required to climb, crouch, kneel or balance.

Working Conditions:

- Exposure to chemicals such as disinfectants, cleansers, soaps, pool chemicals.
- Exposure to latex, plastic, and other materials used in daily operations.
- Exposure to noise, constant distractions and unpredictable behaviors by guests.
- Works a varying schedule including mornings, evenings, weekends, holidays, and special events.

Knowledge, Skills, and Abilities:

- Knowledge of training principles and methods for aquatics and swim team programs.
- Knowledge and application of lifeguarding surveillance and rescue techniques.

- Possess the ability to deal with pressure to meet deadlines, to be accurate in verbal and written communication, and to adjust to and handle constantly changing situations.
- Able to work with supervisors and staff to create a positive work environment.
- Possess the ability to handle swimmer, staff, P.A.C. and guests concerns patiently and courteously.

Education:

- Must be a registered coach with USA Swimming.
- Must possess Safety Training for Swim Coaches certification.
- Lifeguard Certification preferred but not required.
- Must possess current CPR and AED certifications.
- Must possess a current First Aid certification.
- Must have ASCA certification level 2 and the equivalent of 3 years coaching experience.
- Must demonstrate a high level of maturity and have a proven record of responsibility.

This job description is not meant to be an all-inclusive but rather a summary of the most essential functions of this position. The Wave may, at its sole discretion, ask the employee to perform other duties as assigned to meet the ongoing needs of the organization.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____