



Nanaimo White Rapids Swim Club

Swim Team Head Coach - 2019-09-04

Job Title: Head Coach

Accountable to: NWRSC Board of Directors

Keep Informed: NWRSC Coaching Committee

Our club has approximately 220 swimmers of all ages, experience and skill level. We have a good mix of social and competitive swimmers with a number of Provincial Finalists and medalists. We practice out of a 6 lane outdoor pool in Nanaimo. Our club competes regionally throughout beautiful Vancouver Island from May through August of each year.

It is imperative that our Head Coach is someone that is fantastic at developing relationships with children of all ages (as well as their families), is skilled at teaching basic competitive swimming techniques, and is able to lead and mentor Development, Junior, Intermediate, Senior and Assistant Head Coaches with the club. The Head Coach should possess an enthusiastic and positive attitude in upholding the philosophy of the swim club.

The job of Head Coach is a salaried full-time position. Hours may fluctuate according to the natural fluctuations inherent in a summer swim season. It is expected that the head coach will work as a professional to fulfill all the obligations of the job description and:

1. To provide leadership and coaching services for the swim club.
2. To work in cooperation with the swim club.

ESSENTIAL QUALIFICATIONS:

1. Strong leadership abilities.
2. Excellent communication skills and comfortable communicating with other coaches, swimmers, parents and NWRSC Board and committees.
3. A high degree of organization

4. Punctual and able to work in a fast paced environment
5. Enthusiastic and positive attitude in upholding the philosophy of the swim club.
6. A valid driver's licence or ability to organize own transportation to and from swim meets

SKILLS REQUIRED/RECOMMENDED

7. National Lifeguarding Certification and CPR "C"
8. Valid Water Safety Instructors Certification (or equivalent)
9. Minimum Level 1 National Coaching Certification Program (preference for Level 2).
10. Prior experience as a coach and/or competitive swimmer.
11. Must have completed a Stroke and Turn Clinic.
12. Competent in the technical aspects of competitive swimming
13. Criminal record check must be completed

MAIN DUTIES

Club Culture/Mission/Community Engagement

1. When on deck and during any club activities, safety is the primary concern.
2. Be a positive role model for the swimmers of White Rapids by adhering to the values of the club, reflecting these values during practices and at meets, providing an engaging and appropriate learning environment for swimmers and coaches, and being an active leader for the White Rapids as a whole.
3. Demonstrate leadership by treating your swimmers, their parents, and other coaches with professionalism on deck and away from the pool, as well as being an appropriate model for behavior and language while at swim meets, practices and any other time one is representing the White Rapids.
4. Communicate with the swim club members including parents, swimmers, coaching staff, and board members on the following topics:
 - a. Swim team practice schedules
 - b. Feedback on performance
 - c. Practice strategies
 - d. Schedule of away meets and results

- e. Summer swimming provincials
- f. Problems, recommendations and any other pertinent information

Administration

1. Create & implement the Season Plan
 - a. Prepare a set of goals and specific objectives for the season.
 - b. Provide feedback on Season Plans from coaching team.
2. Complete all necessary administrative duties, within deadlines, as set by the Board.
3. Plan and attend in-service staff training sessions, as appropriate.
4. Meet with a representative of the Coaching Committee on a regular basis throughout the season.
5. Organize (or delegate and oversee) and participate in team building/group activities.
6. Develop and assist in a communication plan that supports swimmers, parents and the club as a whole.

Coaching

1. Establish coaching framework for swimmers
2. Create detailed, individualized goals for swimmers with monitoring of progression.
3. Oversee all coaching within the club (including participation in the Hiring Committee, conducting regular evaluations, and supporting/mentoring coaches in their development).
4. Provide supervision and guidance to the Coaching Team.
5. Be familiar with and abide by the NWRSC Codes of Conduct for Swimmers and Employees and ensure that swimmers and coaches are also familiar with these codes.
6. Provide mid-season and final evaluation of the coaching team in accordance with the guidelines and dates established with the executive.
7. Oversee and guide Assistant Head Coaches in undertaking the Junior Development Training Programs, including:
 - a. Implement Junior Coaching Training Program and Coach in Training Program
 - b. Assist the Development Coaches to develop and create their coaching style (by providing various examples)
8. Maintain Office hours. Set aside specific “office hours” which are designated times for administration duties, paperwork, updating statistics, meeting with Assistant coaches

and being available for telephone or personal meetings with swimmers, parents or the executive. Ensure that everyone is aware of these times that you will be available.

9. Ensure coaching team arrive early for shifts and make themselves available should parents/swimmers want to discuss anything after practice.

Swimming

1. Arrange swimmers into practice groups and set the schedule for swim team practices in accordance with time allotted by Nanaimo Parks and Recreation.
2. Prepare weekly lesson plans for each age division you are responsible for and monitor lesson plans for the Assistant Coaches and their swimmers.
3. Provide constructive/descriptive feedback, in as much as possible, to each swimmer in your groups during practices.

Responsibilities Specific to Swim Meets

1. Facilitate and oversee swim meet registration within set timelines.
2. Relays: Create relay teams for every meet
3. Ensure that all swimmers are aware of their events at least two days prior to meets.
4. Select swimmers' events based on each swimmer's individual needs, in terms of long term goals, as well as seasonal goals.
5. Be available to your swimmers at all times during the swim meets. Keep the swimmers together as a team, provide leadership and demonstrate team spirit. Enlist the help of the Assistant Coaches and older swimmers in demonstrating and encouraging team spirit.
6. Coach and support all swimmers for their races. Provide feedback to them after they swim.
7. Plan a schedule of away meets and complete associated administrative duties.