



Nanaimo White Rapids Swim Club

Swim Team Assistant Head Coach - 2022-01-15

Job Title: Assistant Head Coach

Accountable to: NWRSC Board of Directors through Head Coach

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 Assistant 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 assist to lead and mentor Development, Junior, Intermediate, and Senior coaches with the club. The Assistant Head Coach should possess an enthusiastic and positive attitude in upholding the philosophy of the swim club.

The job of Assistant 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 Assistant Head Coach will work as a professional to fulfill all the obligations of the job description and:

1. Assist in providing leadership and coaching services for the swim club.
2. To work in cooperation with the swim club.
3. To assist the Head Coach with any assigned duties.
4. To communicate effectively with the Head Coach, senior and junior coaches, parents, swimmers, and Coaching Committee members, including the use of any designated communication applications and regular use of email.

ESSENTIAL QUALIFICATIONS:

1. Strong leadership abilities.
2. Excellent communication skills and comfortable communicating with other coaches, swimmers, parents and NWRSC 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
7. National Lifeguarding Certification and CPR "C"

SKILLS REQUIRED/RECOMMENDED

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. Completion of 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 and the Head Coach, 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 your group and 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. Assist in communications with the swim club members including parents, swimmers, coaching staff, and board members on the following topics, as delegated by the Head Coach:
 - 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. Assist in creation & implementation of the Season Plan, including
 - a. goals and specific objectives for the season.
 - b. feedback on Season Plans from coaching team.
2. Complete all necessary administrative duties, as designated by the Head Coach, within deadlines, as set by the Board.
3. Maintain professional relationships with the Head Coach, Group Coach and Coaching Committee through timely and appropriate written, spoken and electronic communication.
4. Meet with a representative of the Coaching Committee on a regular basis throughout the season.
5. Develop and lead the implementation of the Coach in Training and/or the Coach Development Program, designed to fit within the Season Plan, and under the supervision of the Head Coach.
6. Plan and attend in-service staff training sessions, as designated by the Head Coach
7. Organize and participate in team building/group activities, as designated by the Head Coach.
8. Assist the Head Coach in developing and implementing a communication plan that supports swimmers, parents and the club as a whole.

Coaching

1. Act as a role model at all times for all Coaches and swimmers
2. Assist in establishment of coaching framework for swimmers
3. Create detailed, individualized goals for swimmers with monitoring of progression.
4. Assist Head coach to oversee all coaching within the club, as directed by the Head Coach
5. Provide supervision and guidance to the Coaching Team.
6. 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.
7. As a group coach, meet regularly with the Head Coach to:
 - a. Maintain open and effective communication.
 - b. Formulate, record, and evaluate workout plans.
 - c. Evaluate the progress and development of each swimmer.
 - d. Document discipline problems or inappropriate behavior by a swimmer including but not limited to physical and/or verbal actions that create an environment that is distracting or not conducive to the group's learning.
8. Assist Head Coach to provide mid-season and final evaluation of the coaching team in accordance with the guidelines and dates established with the Coaching Committee.
9. Ensure coaching team arrive early for shifts and make themselves available should parents/swimmers want to discuss anything after practice.
10. Ensure respectful & positive communication to all swimmers in the assigned group.

Swimming

1. Assist Head Coach to 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 assist the Head Coach to monitor lesson plans for the Senior, Junior and Development 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. Assist and facilitate the Head Coach in overseeing swim meet registration within set timelines.
2. Relays: Assist the Head Coach to 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 Junior and Development 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. Act as the designated Head Coach at meets that the Head Coach is unable to attend.