



6716 Creekwood Lane
Fort Wayne, IN 46835
www.fortwayneswimteam.com

Job Description

Job Title: Fort Wayne Swim Team is currently looking for a Lead Group Coach & (1-2) Assistant Swim Coaches.

Job Summary: Responsible for direct leadership, instruction, motivation and planning of assigned Training Group. Responsible for creating a safe, clean and fun environment for all swim team members.

Essential Duties:

1. Develop season goals, weekly/daily training plans for assigned training group.
2. Creates age & skill appropriate workouts-focusing on body position, technique, endurance, drills, stroke/start/turn/skill progression.
3. Track daily attendance for assigned training group
4. Follows established procedures for accidents and/or injuries and facility requirements
5. Assess swimmers skills, monitor swimmers during practices and competitions, and keeps Head Age Group Coach and Head coach informed of practice and /or performance status.
6. Performs all necessary duties related to meet entries.
7. Works cooperatively with all other team coaches and assists as needed.
8. Models nondiscriminatory behaviors in all team activities
9. Assists/participates in other special team activities, meetings, etc.
10. Models Safe Sport-like behavior and maintains appropriate conduct towards all team swimmers, parents, coaches, etc.
11. Assist Head Coach and Age Group Coach with administrative matters as needed
12. Engage, communicate, inform team parents via face-to-face, conferences, phone calls, emails, texts, etc.

Additional Duties:

1. Attend Team Coaches Meetings as needed
2. Involved in outside personal development activities such as: coaches clinics, watching swimming/stroke/skill videos, reading swimming/coaching related magazines/books
3. Assist with meet setup, operations and clean up as needed.
4. Assists in swimmer registrations, evaluations, group assignments, etc.
5. Assist in Swim Team/training group social activities
6. Attend all swim meets as needed/directed by Head Coach/Head Age Group Coach
7. Assist is distribution of team attire, equipment, communication flyers, etc.

Knowledge, Skills, Abilities:

1. Competitive swimming, coaching, teaching experience
2. Ability to pass & maintain ALL USA Swimming Non-Athlete/Coaching Certification requirements
3. Possess effective communication, teaching skills & techniques
4. Positive and enthusiastic attitude
5. Works well with young children, parents and other coaching staff
6. Takes proactive steps in dealing with, communicating and educating parents
7. Always acts in a professional manner with swimmers, parents and other coaches
8. Some computer skills for navigating web site, team entries, etc.
9. Notifies Head Coach or Head Age Group Coach of any needed days off, issues within his/her training group swimmers or parents.
10. Expected to be at all scheduled practices and meets
11. Attempts to be available 10 minutes prior and following practices to talk with swimmers and parents as needed.
12. Encourages his/her swimmers via praise and positive feedback
13. Handles discipline without berating, excessive sarcasm, public humiliation
14. Offers praise and encouragement for things well done, and constructive criticism for the one thing that the athlete should focus on to improve the most for the next swim/meet
15. Creates a practice environment where training is challenging, FUN, and appropriate for the age/ability of his/her group
16. Keeps safety in mind at all times (practices and meets)