**INDOOR SWIM TEAM ASSISTANT COACH**

**City of St. Peters**

Closes On: Open Until Filled

Job Status: Part-Time

Shift: 4:30 PM - 8:30 PM

Days Worked: Mon., Tue., Wed., Thu., Fri., Sat.

Status: Accepting Applications

Details: $22.00/hr. Must be able to work nights, weekends and holidays as required.

**JOB DESCRIPTION**

Assists in providing general supervision and training of swim team coaches and swim instructors including: orientation, training, scheduling and evaluation. Assists with recommendations concerning hiring and terminations of swim team coaches and swim instructors. Assists in budget preparation for the swim teams, monitors that work activities and purchases are within budget and prepare related documents. Assists in developing and determining administrative policies and regulatory actions for the swim teams. Reviews and responds to customer/resident inquiries, concerns and complaints. Assists in developing, assessing, directing and coordinating recreation activities and operations related to the swim team. Develops and plans public relations and promotional campaigns for swim team special events. Maintains and ensures the safety of program areas. Keeps updated on aquatics, coaching and industrial trends and developments. Performs a variety of administrative and supervisory tasks and personally assists in the development, maintenance and operations of assigned areas.

Attends appropriate meetings for the swim team Assists in developing practice schedules and workouts for the swim team. Performs all work in compliance with established City safety standards. Performs other work as assigned.

**MINIMUM REQUIREMENTS:**

Must be a U.S. citizen or lawfully authorized alien worker.

High School graduate or GED equivalent.

Must be at least 18 years old.

Must have a Motor Vehicle Operator’s license valid in the state of Missouri.

Must be able to work nights, weekends and holidays as required.

Must be a current USA Certified Swimming Coach.

Must have current CPR, Coaches Safety Training and First Aid certifications.

**To Apply or View Full Job Description:** <https://www.stpetersmo.net/employment-opportunities.aspx>