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LEAD SITE SWIM COACH

Job Title: **Lead Site Coach**

Job Code:

FLSA Status: Exempt

Job Grade:

Reports to: Director of Competitive Swimming

Revision Date: 01.12.15

POSITION SUMMARY:

Responsible for the administration and operation of one JETS practice site. Includes the administration and integration of season plans for all groups on site in accordance with plans, objectives and directions from the Director of Competitive Swimming and Head Age Group Coach. Provide technical instruction where necessary to improve competitive swimming skills. Communicates with parents regarding policies, reminders, progress reports, and answers questions as they arise.

ESSENTIAL FUNCTIONS:

1. Instructs swim team in accordance with YMCA guidelines, having prepared daily practice plans for all groups on site, or delegates that responsibility to assistant coaches on site.
2. Integrates season plans for all age groups on site in accordance with plans, objectives and directions from Director of Competitive Swimming and Head Age Group Coach.
3. Know and interact with all athletes and coaches on site.
4. Builds effective, authentic relationships with students and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers.
5. Conveys information and schedules as appropriate, including communication with parents regarding policies, reminders, progress reports and common questions.
6. Maintains records as required (i.e. attendance, progress reports, etc.).
7. Completes meet entries for athletes on site.
8. Attends staff meetings and trainings as scheduled.
9. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
10. Organizes and puts away needed class equipment. Reports damaged equipment.
11. Trains and supervises class aides as assigned.

YMCA COMPETENCIES (LEADER):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Associates Degree or years of experience equivalent.
2. Certifications: CPR for the Professional Rescuer, AED, Basic First Aid certification, Lifeguarding or Safety Training for Swim Coaches, Principles of YMCA Competitive Swimming, and all required USA Swimming certifications and courses.
3. Must be able to demonstrate swim instructor skills in accordance with YMCA standards.

PHYSICAL DEMANDS

Ability to instruct and observe participants in proper stroke techniques.

Ability to lift equipment, and to lift a small to average size child.