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DIRECTOR OF COMPETITIVE SWIMMING

Job Title: **Director of Competitive Swimming**

Job Code: 26-032

FLSA Status: Exempt

Reports to: COO/SVP

Revision Date: 07.24.17

POSITION SUMMARY:

Working with the SVP/COO, the Director of Competitive Swimming will be responsible for the vision, philosophy, administration and operation of the JETS Swim Team association-wide. Includes the budget planning, annual fundraising, development and administration of staff/coach recruitment, staff/coach training, yearly/association-wide team goals for all groups. Supervises and leads the Head Age Group Coach, Lead Site Coaches and all assistant coaches, and assists direction of all other Y staff supporting the JETS Swim team, including and not limited to training plans, progress reports and parent engagement. Works with the marketing team to raise awareness of the JETS team to recruit new swimmers and retain current swimmers. Communicates and educates families, swimmers, coaches and staff regarding policies and goals. Facilitates and strengthens relationship with JCSA Parent Board, including advisory board recruitment.

ESSENTIAL FUNCTIONS:

1. Directs, organizes, and supervises all competitive swimming activities to meet YMCA objectives. Plans seasons, conducts practices for, at minimum, high school and senior level athletes and attends both regular season and championship meets.
2. Assures that coaching staff plans seasons, conducts practices for age group and developmental levels, and attend meets.
3. Plan training and swim meet schedule, execute entries, facilitate running tryouts and hosted meets with JCSA and volunteers. Schedule and secure practice locations.
4. Builds effective, authentic relationships with athletes, parents, and coaches; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers.
5. Recruits, hires, trains, sets schedules for, and directs coaching personnel accordingly. Annually reviews and evaluates staff performance. Develops strategies to motivate and retain staff in addition to achieve program goals and objectives. Assures recruitment, training, development, of volunteer support, including officials.
6. Manages JETS online presence, including Facebook, Twitter, Team Unify, etc, in compliance with Y-USA Brand Standards. Coordinates with Metro Marketing Department as needed.
7. Creates educational opportunities for parents and swimmers such as clinics, presentations and meetings. Communicates with staff at host locations to inform of practices, meets, and other swimming related events.
8. Conveys information and schedules as appropriate, including communication with parents regarding policies, reminders, progress reports and common questions.

GREATER JOLIET AREA YMCA

Metropolitan Offices

749 Houbolt Road • Joliet, IL 60431

P: (815) 729-9638 F: (815) 729-9629 W: www.jolietymca.org





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9. Responds to all inquiries in a timely manner.
10. Facilitates the registration process for the JETS, including providing applicable forms and reference materials to membership staff at all team locations and setting up online registration through Team Unify. Manages collections of any dues and/or fees for service.
11. Know and interact with all athletes, coaches and parents.
12. Communicates effectively and collaborates with each location host branch staff.
13. Coordinates activities, alongside JCSA, to promote JETS competitive and social activities.
14. Assures compliance with YMCA Swimming & Diving and USA Swimming.
15. Coordinates, schedules and leads staff meetings and trainings.
16. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.

YMCA COMPETENCIES (TEAM LEADER):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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 and/or 3 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 coaching skills in accordance with YMCA Standards.

I have read and understand this position description and believe I am capable and qualified to handle the position as presented.

Applicants Name (printed)

Date

Signature: _____

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