



The Lemont Park District, located in Lemont, Illinois a southwest suburbs of Chicago, is looking for a part-time **Assistant Swim Coach** for the 2018/2019 swim season. The Dolphins Swim Team has grown to a 140 swimmer team and is continually providing opportunities to allow swimmers to be the best they can be in and out of the pool. We have had many successful swimmers reach the Junior Olympics and Zones level of the championship series and are looking forward to more future successes.

The Assistant Swim Coach will be in charge one or more practice groups. We currently have 5 different practice groups ranging from developmental age group swimmers to Senior level athletes. In addition, responsibilities will include developing swimmers with a focus on technique, planning and implementation of swim practices and dryland training, attending swim meets as scheduled (during the week and on weekends) and consistently communicating with swimmers and parents.

Please contact Christine Aguirre, Aquatic Supervisor, at 630.327.8301 or via email at christine-aguirre@lemontparkdistrict.org if you are interested.

The pay range is \$10 to \$14 per hour depending on qualifications and experience.

Applications can be submitted at <http://www.lemontparkdistrict.org/wordpress1/about-us-2/employment/>

Lemont Park District

Job Description

Job Title: Assistant Swim Team Coach II

Department: Aquatics

Reports To: Swim Team Coach & Aquatics Supervisor

Qualifications:

Must be a minimum of 16 years of age. Must have four (4) years of swimming. Requires strong people and customer service skills and the ability to help organize swim practice and swim team programs effectively. First Aid/CPR/AED required.

Type of Position:

- Full-time
- Part-time

Hours: Flexible

Over-time may be required.
 Exempt
 Nonexempt

Job Summary:

The Assistant Swim Team Coach II will be under the direction of the Head Swim Team Coach and Aquatics Supervisor. Responsible for the safe and responsible coaching of the Swim Team, which includes the day-to-day planning and supervision of any swim team participants. Responsible to consult with Head Coach and Aquatics Supervisor on all pool related matters. This is an at-will position.

Essential Job Functions:

1. Work varying schedules and hours as required to fulfill the duties of the position, including weekend, evening and holiday hours and be available in case of an emergency.
2. Gain knowledge and understanding of park district policies and procedures and see that they are adhered to at all times.
3. Attend mandatory in-service trainings; district-wide part-time staff orientations and crisis trainings as required.
4. Wear nametag with staff issued uniform in order to be clearly identified as a District employee.
5. Maintain a safe pool environment which will include knowledge of emergency procedures, equipment and action plan.
6. Assist the Swim Team Coach in the execution of meet functions.
7. Must be able to demonstrate proper swim techniques to participants from in the water and on deck.
8. Assist in programming and operating the timing system.
9. Assist in the Preparation of swim meet entries for specified age group participants.
10. Must have own transportation to travel to and from swim team practices and meets.
11. Assist the Aquatics Supervisor in the execution of special events, aquatic programs and classes.
12. Adhere to time clock procedures and keep accurate and neat record of time worked.
13. Administer, observe and follow all District safety policies and regulations as the safety of staff and participants is of utmost importance and a continuing responsibility of all employees. Immediately notify the Risk Manager of any safety hazards in District buildings, grounds and facilities.
14. The District encourages its employees to take an active role in the appearance of the District i.e. pick up litter throughout the buildings, grounds and facilities of the District.
15. Perform other related duties as assigned.

Psychological Considerations:

1. Capable of communicating and working as a team with all levels of park district staff, volunteers, business partners and the public.
2. Possess a clear understanding of District operations and the commitment involved.
3. Ability to work independently to produce quality and accurate work on a timely basis and resolve issues as they arise.
4. Must be punctual and dependable.
5. Ability to organize and maintain files and records, when appropriate.
6. Ability to recognize priorities and meet deadlines, when appropriate.
7. Ability to maintain self-control and composure in difficult situations.
8. Ability to accept constructive criticism and/or supervision.
9. Should possess enthusiasm and drive with a desire to accomplish goals and objectives.
10. Ability to be flexible and adaptable to new situations.
11. Ability to organize, prepare and present information in verbal and written form.
12. Ability to maintain a safe environment for staff and the public.

Cognitive Considerations:

1. Employee must be able to follow directions and communicate both verbally and in writing.
2. Employee must be able to represent the Lemont Park District in a professional manner in all circumstances.
3. Employee must possess knowledge of budgeting procedures and techniques and daily records management as applicable to the position.
4. Employee must possess time management and organizational skills to effectively perform his/her job responsibilities.
5. Employee must have the ability to understand and respect confidential information.
6. Employee must possess good problem solving skills and have the capacity to act rationally and calmly including high stress and/or emergency situations.
7. Employee must have the ability to develop and maintain positive and effective working relationship with subordinates and team members and to promote and maintain high morale and enthusiasm.
8. Employee must possess knowledge of general office machines.
9. Employee must possess computer skills required for the position held.
10. Employee must identify potential unsafe conditions and notify appropriate District personnel.

Physical Demands:

While performing the duties of this job, some bending, kneeling and reaching items off floor and high shelves is required. Performing repetitive hand/arm movements as when working on computer keyboards, calculator or writing reports, etc. Sitting for sustained periods of time while completing work at desk or workstations. Reading hand written information and writing legibly. Ability to handle stress in order to cope with deadlines. The employee must lift and/or move up to 50 lbs.

Work Environment:

The noise level in the work environment is usually moderate, but may be exposed to noise distractions from employees or patrons. Employee may work indoors in a smoke-free environment with warm temperatures, humidity and fluorescent lighting. Employee may also be required to work outside during various weather conditions.