

# **Joliet Park District JOB DESCRIPTION**

<b>TITLE:</b>	Jr. Blue Tides Assistant Coach
<b>STATUS:</b>	Part-time Supervisory
<b>HIRING RANGE:</b>	DOQ \$10-\$20 hourly
<b>POSITION LOCATION:</b>	Inwood Athletic Club
<b>REPORTS TO:</b>	Head Swim Coach

## **SUMMARY**

Under the direction of the Head Coach, the Junior Blue Tides Coach is responsible for the athletic and competitive development of age group swimmers, ages 6-18. The mission of the Blue Tides swim team is to provide an environment for competitive swimmers and to embrace team and individual goals in combination with personal growth.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The examples of duties below are not intended to be all inclusive:

- Coach daily age group swimmers in a safe and time allotted manner.
- Compose and execute quality practices on a seasonal, monthly, and weekly schedule.
- Attend meets per the team schedule which may include out-of-state travel.
- Attend team functions outside of the pool including but not limited to banquets and parades.
- Develop and assist with seasonal dry-land training program.
- Assist in entering swimmers into assigned meets via Hy-Tek, Team Manager, or Team Unify software.
- Work seamlessly with other coaches on staff for the well being of swimmers and team.
- Communicate effectively with parents on a daily basis on a variety of issues.
- Maintain high respect for the sport, USA-S, and IL-Swim along with great passion overall in addition to a positive working environment conducive to positive morale, individual style, quality, creatively and teamwork.
- Communicate and work together with IAC aquatic staff with lane assignments and deck space organization.
- Performs other duties and responsibilities as assigned.

## **QUALIFICATIONS**

Must have prior coaching or swimming experience and currently hold or be willing to obtain USA-S Non Athlete Registration, USA-S Criminal Background Check, USA-S Athlete Protection Certification, ARC Safety Training for Swim Coaches including CPR/AED for Adult/Child and American Swimming Coaches Association Level 1. In addition, must possess a high school diploma or general education degree (GED). ARC Water Safety Instructor, ARC Lifeguard, and/or LGI-T and WSI-T is desired.

## **REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

Knowledge of the sport of swimming; ability to establish and maintain effective working relationships with the Aquatics Coordinator, Assistant Aquatics Coordinator/Head Coach, JPD staff, and the general public; ability to compose and execute quality practices seasonally; ability to communicate effectively both in oral and written form; experience with computer systems including but not limited to: MS Office, JPD Software, Team manager, Team unify, and Hy-Tek; possess skills to maintain a safe environment, as well as performing quality work.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Most work performed is in a busy, close, and, at times, noisy environment where interruptions prevail. Conditions are warm, humid and chemically treated. Ability to move about aquatics area and facility quickly; sit or stand for periods at a time, walk, reach, climb and stoop or kneel; ability to talk and/or hear language from patrons, managers, or groups of people up to 25 yards away; ability to lift, carry, transport up to 50 lbs unassisted; and ability to see objects closely and at a distance; ability to deal with moderate to high stress situations at times and maintain a positive attitude; ability to work flexible hours including evenings, weekends and holidays.

**\*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**