



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ASSISTANT SWIM COACH

Job Title: **Assistant Swim Coach**

FLSA Status: Non-Exempt

Reports to: Lead Site Swim Coach

Revision Date: 8/19/2021

POSITION SUMMARY:

Assist the Lead Site Swim Coach in the administration and operation of the YMCA youth competitive swim team year round program. Provide technical instruction necessary to improve competitive swimming skill.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Assists in instruction of 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. Serve as secondary assist to lifeguard when teaching/coaching and provide emergency services when necessary.
3. Builds effective, authentic relationships with swimmers and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers.
4. Conveys information on aquatics programs and schedules and as appropriate refers students and parents to other programs.
5. Maintains records as required (i.e. attendance, progress reports, etc.).
6. Attends staff meetings and trainings as scheduled.
7. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
8. Responsible for attending all home and away swim meets. Must have reliable transportation to all meets.
9. Organizes and puts away needed class equipment. Reports damaged equipment.
10. Trains and supervises class aides as assigned.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

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. Certifications: CPR for the Professional Rescuer, AED, Basic First Aid certification, STSC, and clear background check with USAS Athlete Protection.
2. Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
3. At least 18 years of age.

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.

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

Employee’s name (printed)

Employee’s signature

Today’s date: _____