

## Head Coach/C.E.O of Peoria Area Water Wizards Swim Team Job Description

### **POSITION SUMMARY**

The Peoria Area Water Wizards (PAWW) swim team Head Coach/ C.E.O. is responsible for the planning, organization, delivery, and quality of the PAWW competitive swim team. The emphasis is on the quality of the programs, collaborations, and expansion of programs within our service area, increasing enrollment in our existing programs, and budget management. The Head Coach / C.E.O. is expected to determine how to accomplish these tasks within the guidelines and recommendations of the Board of Directors of PAWW, Inc.

### **ESSENTIAL FUNCTIONS**

The following are areas of responsibility and authority for the Head Coach / C.E.O, but are not limited to:

1. Directs, organizes, and supervises all competitive PAWW swim team activities to meet PAWW, Inc. objectives. Plans seasons, conducts practices for, at minimum, senior prep and senior level athletes, and attends both regular season and championship meets. Assures that coaching staff plans seasons, conducts practices for age group and developmental levels, and attend meets.
2. Plans training and swim meet schedule, establishes standard operating policies and procedures for processing team registrations, meet entries and medical forms, executes meet entries, and facilitates running tryouts and hosted meets in conjunction with the PAWW Parent board and volunteers. Schedules and secures practice facilities. Provides upkeep of assigned program facilities and equipment.
3. Commit to developing good character in all participants of the program. Work with coaching staff and run training to develop, retain, and bring out the potential in all levels of swimmers. Annually evaluate and update program goals and objectives. Develop plans to achieve the PAWW swim team program goals.
4. Develop, monitor, and maintain guidelines of program budget to meet fiscal goals and objectives to be evaluated annually with a multi-year vision of the program in mind.
5. Assures recruitment, hiring, training, development, sets schedules for, and directs coaching personnel of the PAWW swim team accordingly. Develops strategies to motivate and retain staff to achieve program goals and objectives. Assures recruitment, training, development and assists in direction of volunteer personnel accordingly.
6. In collaboration with the Board of Directors of PAWW, Inc., the competitive swim team staff, and volunteers, will maintain the PAWW swim team website. Creates educational opportunities for parents and swimmers such as clinics, presentations, and meetings. Additionally, communicates with the Board of Directors of PAWW, Inc, swim team, coaches, parents, volunteers, and community to inform of practices, meets, and other swimming related events. Responds to all agency, parent, and community inquiries and complaints in a timely manner.
7. Assures compliance with rules, standards, and guidelines set forth by USA Swimming and that all aquatic safety procedures are followed. Assure compliance with state and local regulations from aquatic and swimming governing bodies.

8. Meet monthly, additionally as needed, with the PAWW parent board to facilitate and discuss team and meet operations.
9. In collaboration with the Board of Directors and their representative, markets programs to service the communities in the area. Works to expand developmental, age group, senior, and national level programming in the PAWW swim team service area in accordance with strategic and operating plans. Develops and maintains relationships with school administration, parent groups, and other organizations and agencies related to assigned programs to further the PAWW swim team and PAWW, Inc missions.
10. Promotes and maintains club recognition and excellence opportunities within USA Swimming.
11. Maintains proper records/department files. Compiles and updates the Board of Directors of PAWW, Inc. on program statistics. Compiles and updates parents and swimmers on performance statistics. Monitors and evaluates the effectiveness of and participation in the program including daily attendance totals.
12. Adopt and publicize a swim team policy concerning reporting of misconduct, electronic communication policy, and plan to address bullying.