East Longmeadow

Recreation Department

Assistant Marlin’s Swim Coach

Non Union – up to 20 hrs. weekly

Salary : $15.50 per hour

General Description:

Position is responsible for assisting the head coach with organizing the Swimming Program at ELHS and Pine Knoll Aquatic Facility.  Position assists with conducting practices, motivating participants and instructing participants in game strategies and techniques.  Participants range in age from 6 to 18.

Essential Job Tasks And Responsibilities

* Assists the Head Coach with instructing participants in the rules, regulations, equipment and techniques of the sport.
* Organizes and directs individual and small group practice activities/exercises as directed by the head coach.
* Assesses swimmer’s skills, monitors students during competition and practice and keeps the head coach informed of the athletic performance of participants.
* Assists with determining game strategy.
* Assists the head coach with supervising athletes during practices and competition.
* Follows established procedures in the event of an injury.\*
* Models sports-like behavior and maintains appropriate conduct towards students officials and spectators.
* Maintains the equipment room in orderly condition and assumes responsibility for its security.
* Distributes equipment, supplies and uniforms to student as directed by the Head Coach.
* Performs support tasks such as distributing and maintaining eligibility forms, emergency data forms and other related records.

Education and Experience:

The candidate must have a minimum of three (3) years prior related experience in coaching an elite swim program. Job Knowledge and experience in all facets of Aquatic Operations. Experience in training and supervising employees and the ability to coordinate multiple tasks. The candidate must have the ability to communicate effectively, provide exceptional customer service and be people oriented. Candidate should also have a proven ability to follow established procedures, policies and protocol. Valid Massachusetts operator’s license required. Licenses/Certifications required or ability to obtain: Lifeguard License, American Red Cross Water Safety Instructor, CPR and First Aid Teaching Certificate, Aquatic Facility Operator or Certified Pool Operator Certification.

Working Conditions

The Assistant Marlin’s Swim Coach is assigned to the East Longmeadow High School and Pine Knoll Aquatic Facility location as a primary work location in an aquatic facility environment including pool deck, pool, locker rooms. Work hours will include holidays, weekends and evenings.  The Assistant Coach will be expected to travel to various locations for swim meets, training and meetings. May be in working environments in which employee is the only staff person on site at a particular time. Work related activities would include all facets of recreational programming and service delivery.

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