

# NANTUCKET PUBLIC SCHOOLS

## Job Description

**TITLE:** Head Swim Coach

**REPORTS TO:** Aquatics Director

### **TERMS OF EMPLOYMENT:**

This is a salaried, full time, year-round, benefit-eligible position. Qualified applicants must be available to work a flexible schedule to include morning, afternoon and evening hours during the week and weekends as well as possible overnights.

### **JOB SUMMARY:**

Perform all tasks, duties and actions associated with leading and managing the daily and seasonal needs of the Nantucket Community School's Nantucket Swimming Swim Team. These duties include supervision of coaching personnel and program development.

### **QUALIFICATIONS:**

1. Experience as Head Coach or Assistant Coach for a team of similar or larger size
2. Proven ability to run and manage swim meets
3. Certified in CPR/AED, Lifeguard Training and First Aid or Safety Training for Swim Coaches (or a willing to obtain)
4. Experience with Team Unify, New England Swimming and Colorado Timing Systems greatly preferred
5. Experience with children and teens preferred
6. Computer literate in Microsoft Office, Google Suite, Online Registration and/or initiative to learn other computer programs as required
7. Ability to establish and maintain effective working relationships with others
8. Ability to communicate with members of the public in a pleasant and effective manner

### **DUTIES AND RESPONSIBILITIES:**

1. Maintain respect for swimmers at all times & adhering to all guidelines set forth in the team handbook.
2. Set clear expectations for swimmers
3. Achieve results as evidenced by participation and personal best achievements
4. Encourage sportsmanship and respect for fellow swimmers, opposing teams and officials at all times
5. Recruit new swimmers from the community at large
6. Directly coach team during all practices and meets
7. Create and organize workouts and practices
8. Maintain daily records of workouts, swimmer attendance, and swimmer progress
9. Lead and supervise activities of assistant coaches (both staff and volunteers)
10. Create/modify parent & swimmer handbook and distribute to every parent at the start of the season
11. Maintain consistent communication with league coaches
12. Attend all Nantucket Swimming Booster Club meetings. If unavailable, make sure a member of the coaching staff is in attendance

13. Develop and implement effective ways to communicate with parents regularly
14. Share all team and league information with the Aquatics Director
15. Work closely with the Aquatics Director in areas of team needs including travel arrangements, equipment purchasing and staffing and meet management. Weekly meetings will be implemented as needed
16. Responsible for team readiness and organization during all meets
17. Post meet entries and line ups for the team as soon as they are available
18. During away meets, responsible for all swimmers during the meet
19. Develop season calendar and share with parents and Booster's Club
20. Encourage parent participation and involvement

**EVALUATION:**

Performance of this job will be evaluated annually by the Aquatics Director and/or Nantucket Community School Director.

**Please email resume and cover letter to [murphyr@npsk.org](mailto:murphyr@npsk.org)**