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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

HEAD SWIM TEAM COACH/ASSISTANT AQUATICS DIRECTOR

Job Title: Head Swim Team Coach / Assistant Aquatics Directors

Reports to: CEO

Revision Date: August 31, 2022

POSITION SUMMARY:

Under the direction of the CEO and/or Aquatics Director the Head Swim Team Coach oversees the operations of the Westfield YMCA Wave Swim Team. Develops, organizes and implements high quality YMCA and USA competitive swimming program. Provides leadership to overall YMCA competitive swim program as well as part time coaches and volunteers. Works with staff to insure YMCA competitive swim program operates at peak performance. Develops, organizes and implements high quality, member-focused YMCA aquatic programs.

The YMCA WAVE Swim Team is an age group swimming program that focuses on all of our swimmers developing their abilities in a competitive swimming program that stresses overall growth, both personally and athletically, in a safe environment. We actively promote the four core values of Caring, Honesty, Respect and Responsibility as our foundation. This enables our members to develop in a competitive team environment that will give them the skills necessary to be successful in swimming and in life.

As a member of the leadership team responsibilities include membership development, risk management, building supervision, annual giving campaigns, staffing committees as designated, financial development, and attending YMCA functions. This position is responsible for modeling, teaching and exemplifying the qualities and values, which are inherent to the mission and purpose of the YMCA.

ESSENTIAL FUNCTIONS:

1. Directs and supervises all competitive swimming program activities to meet YMCA objectives. Organization, administration, program development, promotion and daily operation of the swim team and other aquatic responsibilities as assigned.
2. Assist with Organization, administration, program development, promotion and daily operation of aquatics programs. Ensures compliance with state regulations and Y-USA standards for aquatics.
3. Lifeguards and teaches swim lessons as assigned. Oversee and monitor lifeguards and swim instructors daily along with the aquatics director.
4. Provide lifeguard breaks and coverage when needed.

5. Establishes new activities and expands current competitive program within the community in accordance with YMCA standards.
6. Insures that program operates within program guideline as directed by state, local and YMCA health and safety regulations. Maintain a clean, safe environment for swim team participants.
7. Actively market, develop, and promote the swim team, swim lessons and other assigned programs
8. Recruits, hires, trains and directs part time coaches and volunteers. Reviews and evaluates staff performance on a yearly basis. Develops strategies to motivate staff and achieve goals. Ensures records of staff certifications are current and complete.
9. Schedule and organize trainings to ensure staff are certified in required areas.
10. Ensures high quality member-focused programs through innovative program development, evaluations, and ongoing training of staff.
11. Creates thorough, age-appropriate workouts that are connected to swimmer's goals, as well as skill development on complete swimming.
12. Provides leadership and administrative oversight to all matters relating to the team, inclusive of swim practices, swim meets, team performance and interaction with parents.
13. Coordinates and executes swim team competitions and meet registrations.
14. Oversees information management regarding team activity inclusive of meet information and results, parent and swimmer communications and other publicity needs.
15. Attends swim team events such as meets, meetings, social events and year end banquet.
16. Actively engages parents and cultivates relationships to create a collaborative swim team environment.
17. Develops and controls department budgets related to the position.
18. Develops, implements, and manages operating plans to promote program and/or membership growth for the YMCA. Executes strategies to ensure that members and/or program participants connect with one another and connect with the YMCA.
19. Assist as needed with YMCA operations, building coverage, meetings and special events.
20. Achieve retention goals, as well as growth goals, for department income and special events.
21. Provides leadership and support to the annual fundraising campaign and volunteer committees/boards as assigned. Assist in special events.

22. Develops and maintains collaborative relationships with community organizations and other entities associated with the swim team
23. Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in timely manner.
24. Performs other duties as assigned by the CEO.

Effect on End Result:

- Ensuring the safety and welfare of all of the children and adults involved in YMCA programming.
- Developing and improving both new and existing aquatics programs to meet the needs of children, parents and families.
- To work collaboratively with other agencies, schools, and businesses in the community to provide desired aquatic programming and services.
- To have the swim team and aquatics programs grow in usage and numbers of youth/adults being served and to meet the needs of all participants in a safe, unique, creative and exciting experience.
- To recruit, train, and maintain a competent and committed aquatics/swim team staff including volunteers.
- Departments operated within the approved budgets with respect to income and expenses.
- The YMCA of Greater Westfield being recognized as a leading resource for competitive swimming and other aquatic programming for the community.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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:

Bachelor's degree in related field or equivalent preferred.

Two to three years of coaching and leadership experience preferred.

Requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; CPR; First Aid; AED; Blood borne Pathogens, YMCA Lifeguard Certification. Principles of YMCA Competitive Swimming and Diving and USA Swimming Coach Certification required.

Obtain CPO (Certified Pool Operator) certification within 6 months of employment.

Maintain certification in field as required for YMCA and USA Swimming.

YMCA Team Leader or Multi-team/Branch Leader certification preferred.

Must possess excellent written and verbal skills and be able to communicate effectively with swimmers, parents and coaches.

Experience working with parents and program volunteers.

Demonstrate an enthusiastic, dynamic presence within the YMCA and competitive swim program.

PHYSICAL DEMANDS/OTHER

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).

Ability to create and sustain a culture of excellence and work and thrive as part of a cohesive team.

Ability to lift/move heavy equipment and clean when necessary.

Will be required to work early morning, late nights, and weekends.

Requires a flexible schedule to maintain consistency and productivity for this department.

Strong oral communication skills required for occasional public speaking responsibilities and excellent written communication skills with proficiency in all Microsoft Office programs.