



FOR YOUTH DEVELOPMENT[®]
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF AUBURN-LEWISTON JOB DESCRIPTION

Job Title: **Head Swim Team Coach**

Department: **Sports**

Status: **Part Time**

Reports to: **Associate Director of Programs and Fitness**

Job Code: **N/A**

FLSA Status: **Non-Exempt/Hourly**

Direct Reports: **Assistant TCST Coaches**

Revision Date: **07/31/2018**

POSITION SUMMARY:

Under the direction of the Associate Director of Programs & Fitness, and in accordance with the YMCA Mission Statement and purpose of the policies of the YMCA of Auburn-Lewiston, the Head Coach will be responsible for the safety and well-being of participants on the Twin Cities Swim Team. Coach must have a good understanding of the "Rules That Govern YMCA Competitive Sports" which is based on fair-play; Understand the Y mission, goals, and the needs of the community being served; Offer a positive image to the community, teaching and demonstrating The Y's Core Values of: Caring, Honesty, Respect, and Responsibility.

ESSENTIAL FUNCTIONS:

1. Ability to function as a member of the YMCA staff team, developing cooperative working relationships with other full-time and part-time employees, volunteers, and lay leaders.
2. Work with assistant coaches to develop and administer appropriate training plans for all swimmers on the team. Plans, prepares, and conducts team practices including dry lands.
3. A vision of our programs for short and long term, to reflect the "Season" [Oct-Mar], and Summer Swim team [May-July].
4. Organize entries in advance of all meets and enter data into the computer. Head coach is also responsible for setting up the swim team schedule and making sure that everything has been confirmed. Ultimately responsible for all aspects of the swim team.
5. Enthusiastically promote the Twin Cities Swim Team to the community.
6. Works closely and maintains regular communication with Swim Team Parent Committee to ensure the following: Meets and functions are appropriately staffed with trained Y Volunteers including appropriately certified swim meet officials. Helps recruit parents and or other interested people to acquire training to become appropriately certified swim meet officials. Ensures fundraising efforts and that end of season banquets are successfully planned and executed. Continued success and growth of the program.
7. Safety: Consistently monitors working areas of responsibility for any violations of the code of conduct or inappropriate behaviors. Provides rapid and timely response to all accidents, situations, incidents and emergencies appropriately, calmly and professionally using proper techniques. Completes all Documentation in a timely manner [Incident Reports, Ouch Reports, Behavioral Reports, Mandated Reporting etc.]
8. Meets the association standard for attendance, punctuality and dependability; keeping in confidence matters related to office or personnel; and, exercises good judgment around areas of responsibility. Responsible for finding coverage if unable to work a shift and notifying a supervisor via phone call.
9. Be prepared to conduct and have workouts for assistant coaches.
10. Working Risk and HR Director: Ensure all Assistant Coaches obtain necessary certifications as required by Y-USA, and USA Swimming.
11. Organizing entries in advance of all meets. Be on deck for all assigned swim meets during the season. Head coach has duties assigned to assistance coaches.
12. Attend all required swim coaches training. Continued education in coaching is strongly encouraged. All trainings will be approved by Associate Director.

YMCA COMPETENCIES:

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: Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and cultural competence. Creates a safe environment in which all individuals feel welcomed and respected. 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. 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. Must be at least 21 years of age.
2. Solid competitive swim coaching experience with demonstrated technical expertise and the ability to connect with, teach and develop children of all ages and abilities.
3. Prior Head Coach or Assistant Coach experience preferred but not required.
4. Current USA Swimming Coach Membership (or within 30 days)
 - a. To include: Foundations of Coaching 101 [new members only]; Athletic Protection Training course.
5. Current YMCA Certification for Swim Coaches (or within 30 days)
 - a. Safety Training for Swim Coaches; or YMCA / ARC Lifeguard Certification
 - b. CPR for the Professional Rescuer
 - c. First Aid / AED
 - d. Principles of YMCA Competitive Swimming and Diving
6. Proficient computer skills including Microsoft Office.
7. Strong organizational skills and attention to detail. Excellent communication skills with a customer service focus.
8. Possess a valid driver's license, reliable vehicle and the ability to travel locally.

WORK ENVIRONMENT & PHYSICAL DEMANDS

1. Ability to work the swim team practices and organize for the assistant coaches.
2. Required to frequently sit or stand for prolonged periods. Must be able to walk, stoop, squat, kneel, twist, jump and swim, bend to floor, reach with hands/arms.
3. Ability to perform safety skills according to the Coaches Safety Training.
4. Must be able to lift, pull, push up to 10 lbs, occasionally over 50 lbs, and potentially well over 150 lbs during lifeguard duties and/or water rescue.
5. Ability to stand or sit while maintaining alertness for several hours at a time.
6. Must be able to continuously deal effectively with stress created by multiple tasks, noises, interruptions and multiple priorities, and work cooperatively as part of the administrative team while maintaining a pleasant, professional demeanor.
7. Must be able to scan all areas of the pool with clear vision. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency
8. Ability to speak concisely and effectively communicate.
9. Ability to view/enter data for long periods of time.
10. Ability to instruct and observe participants in proper stroke techniques.

SIGNATURE:

This is a part-time, hourly position with a schedule of hours set and agreed upon between the YMCA supervisor and the employee. May not exceed 22 hours a week without supervisor approval during the season, and about 10 hours a week in the off season.

This Job Description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. I have reviewed and understand the requirements, essential functions and duties of the position.

Employee's name

Employee's signature

Today's date: _____