



Wyandotte Wildcats Swim Club

www.leaguelineup.com/wyandottewildcats ~ wyandottewildcats@gmail.com

POSITION TITLE: Assistant Coach I

REPORTS TO: Head Coach

PROGRAM OVERVIEW

The Wyandotte Wildcats Swim Club is a nonprofit recreational competitive swim team for Downriver kids ages 5-18. Swimmers are coached on four swimming strokes and compete against other teams in the Downriver area. Our Mission is to provide swimmers of all abilities the opportunity to achieve their personal best as individuals, athletes, and team members in a club environment that values respect, dedication, and sportsmanship. Our Vision is to be the local resource for providing quality competitive swimming and learn to swim programs for swimmers ages 5-18 in the Downriver area.

POSITION OVERVIEW

The Assistant Swim Coach I supports the head coach by organizing the Swim Team and assisting with the direction of practices including the instruction and motivation of athletes in strategies and techniques. This position also requires the assistant coach to run the teams technology platforms, including the team website, email, social media, and Team Manager/Meet Manager. Last, the person in this position will also observe and enforce all rules and regulations pertaining to the pool.

ROLES AND DUTIES

Administrative Duties

- Prepare club registration program.
- Input swimmer registration information into Team Manager Software Program.
- Maintain the club website and social media pages.
- Supervise the club email platform.
- Input swimmer times, and records into the appropriate swim database.
- Enter and submit all meet entries for the club.
- Help plan and organize fundraisers and club events.

Coaching Duties

- Help each swimmer set individual goals
- Organize and direct individual and small group practice activities/exercises/workouts as directed by the head coach.
- Assist the head coach with the instruction of athletes in the rules, regulations, equipment, and techniques of the sport.

- Assist the head coach with supervising athletes during practices and competition.
- Follow established procedures in the event of an injury.
- Model sports-like behavior and maintain appropriate conduct towards athletes, parents, staff members, officials and spectators.
- Maintain equipment in orderly condition and assume responsibility for its security.
- Assist the head coach with submitting a list of award winners at the end of the season.
- Attend mandatory meetings and training sessions as scheduled.
- Write meet line up cards.
- Participate and travel to special events including swim meets, fundraiser events, and award banquets.
- Attend continuing education offerings for swimming coaches.
- All other duties as assigned.

POSITION REQUIREMENTS

- At least 18 years of age.
- Minimum 2 years of coaching experience preferred.
- Must have a competitive swimming background.
- Current First Aid/CPR/AED certification.
- Current USA Swimming Certifications or ability to obtain within 45 days.
- Knowledge of HYTEK Team and Meet Manager systems preferred.
- Experience in planning, developing, and implementing training sets.
- Ability to work independently and possess energy and enthusiasm.
- Ability to positively interact with the general public.

SCHEDULE AND COMPENSATION

This is a 9-14 hour per week position for 11 weeks maximum per season that requires evening and weekend hours. Official start date: September 4, 2019. Compensation is commensurate with applicant's job qualifications.

TO APPLY

The application link can be found on our website: www.leaguelineup.com/wyandottewildcats under the Forms Tab. Please send a resume to wyandottewildcats@gmail.com. Subject of email should be your Name, Assistant Swim Coach I. No phone calls, please. Deadline: Friday, August 16, 2019.

DISCLAIMER: The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. In compliance with Federal & State Equal Employment Opportunity Laws, qualified applicants are considered for this position without regard to race, color, religion, national origin or ancestry, sex, sexual orientation, age, height, weight, marital status, genetic information, or the presence of a non-job-related medical condition or handicap.