



2023 Kincaid Forest Stingrays Assistant Swim Coach Job Description

Position:

Assistant Coach – Kincaid Forest Stingrays

Duration of employment:

2023 Summer swim season (May 24th, 2023 through July 29, 2023, with pre-season meetings and planning sessions, as necessary).

Benefits:

Three vacation days during the season that do not conflict with the head coach's days off and aren't days when swim meets are held. Salary paid in 3 payments.

Terms of Employment:

The primary function of the Assistant Coach is to assist the Head Coach in developing and running a structured swimming program that teaches Stingrays proper swimming techniques and good sportsmanship and that assists and encourages swimmers in improving their swimming skills.

Qualifications:

The Kincaid Forest Swim Team seeks an energetic and optimistic assistant coach to assist the head coach and serve as a mentor and role model to young swimmers.

- CPR/AED certification is preferred but not mandatory.
- A background check is required.
- Must be an experienced swimmer.
- Prior experience in working with young/new swimmers is preferred.
- Must be able to dedicate the time necessary to do this position well (4-5 practices per week, 2 meets per week, extra activities as planned).
- Must be good in working with children—especially newer swimmers. The Assistant Coach will work with the team's 8 & under swimmers primarily and assist with the practices for the older swimmers.

Responsibilities of the Assistant Coach:

1. Uphold both the Old Dominion Swim League's and Kincaid Forest Stingrays' Codes of Conduct and serve as a role model for good sportsmanship.

2. The Assistant Coach must attend the mandatory Old Dominion Swim League (ODSL) coaches training meeting to be held at the start of the season.
3. Communicate directly with Head Coach for the purpose of establishing a high-quality, well-organized swim program for the Kincaid Forest Stingrays.
4. Document promptly any issues/problems directly with the Head Coach and the Board President via email.
5. Assist the Head Coach in the management and supervision of the Junior Coaches.
6. Attend all practices, meets, and related swim team functions (with the exception of the pre-approved vacation time).
7. Obtain approval from the Head Coach should a practice be missed and ensure that the appropriate resources are in place to continue an effective Stingrays swim program uninterrupted.
8. In support of the Head Coach, support a program and practice structure for the summer swim team focused on developing an increase interest in the sport of swimming with particular emphasis on technical proficiency and stroke development.
9. A particular emphasis shall be placed on the following:
 - a. Assist in planning swim practices and workouts that are age and ability appropriate.
 - b. Provide guidance and direction to all Junior coaches to ensure their performance meets expectations and ensures the effectiveness of the overall summer program.
 - c. Promote a positive setting that fosters sportsmanship, teamwork and individual achievement.
 - d. Ensure each swimmer's safety and good conduct.
 - e. Teaching strokes and technique to new/younger swimmers.
10. Assist the Head Coach in the evaluation of all meet entries of swimmers to ensure that swimmers entered into a race can legally swim that stroke (per ODSL's rules) and in the creation of relay teams within the deadlines as determined by the Computer Operator.
11. Assist the Head Coach in communicating progress reports weekly to Stingrays parents via email, as needed.