

***Job Description***

**Job Title** **Date**

Swim Team Assistant Coach Oct 2019

**Department** **Status**

Aquatics Exempt

**Accountability** **Pay Grade**

Swim Team Head Coach & Associate Head Coach

## Purpose

Eagerly and enthusiastically coaches athletes to achieve their ultimate potential through proper training and the creation of a positive and healthy athletic environment.

## Empowered to

1. Lead swimmers to excellence in competition
2. Provide excellent customer service on a daily basis
3. Keep up on personal professional advancement
4. Communicate with members as needed, via email, phone, in person meetings, etc.
5. Develop and regularly use motivational tools for swimmers
6. Continually enhance personal squad curriculum and use the latest proven techniques and industry trends
7. Teach swimmers proper sportsmanship conduct

## Essential Job Functions

1. Leads and monitors practice sessions for squads assigned by Swim Team Head Coach, including land trainings.
2. Coaches, develops, encourages and inspires swimmers toward competitive excellence.
3. Establishes an environment that fosters positive attitudes, encourages self-discipline, sportsmanship and responsibility.
4. Travels with squad to attend meets and coordinates activities of team members at swim meets.
5. Communicates with swimmers, parents and staff.
6. Provides meet information to swimmers such as times, dates, locations and cost, well in advance of competition.
7. Processes MAC meet entries, results, and attendance.
8. Utilizes Team Manager and Team Unify for squad communication and administration.
9. Promotes member participation in aquatics department programs.
10. Handles emergencies, injuries and illness as they arise in partnership with the lifeguard staff.
11. Submits accurate expense records for meets, travel and equipment within budgetary guidelines and procedures.
12. Makes recommendations to the Swim Team Head Coach and assists with purchasing swim team equipment.
13. Attends regularly scheduled coaches and aquatics staff meetings.
14. Assists coaching staff in developing annual swim meet schedule.
15. Adheres to all USA Swimming rules and regulations.
16. Promotes and adheres to the MAC code of conduct for self and athletes.
17. Complies with all club safety policies and procedures, demonstrating safe work practices.
18. Maintains regular and predictable attendance.

## Secondary Functions

1. Performs other tasks as assigned by supervisor.

## Essential Tools, Equipment, Vehicles, and/or Machinery

Essential job functions require the use of a computer, telephone, fax machine, copy machine, stopwatch and knowledge of other miscellaneous athletic training equipment.

## Physical Requirements & Working Conditions

Essential job functions require speaking, hearing, seeing, walking, sitting, standing, and swimming.

## Qualifications

1. Successful completion of all required and approved USA Swimming Safety courses. (CPR, Safety Training for Swim Coaches and First Aid, Safe Sport and background checks every 2 years)
2. Completion of concussion management training within 60 days of employment.
3. Coaching member in good standing of USA Swimming.
4. Experience in a competitive swim environment required. At least 3 years coaching experience preferred.
5. Working knowledge of computer applications including Team Manager, Team Unify, word processing and spreadsheets.
6. Excellent verbal and written communication skills.
7. Experience or ability in establishing and maintaining effective communication with staff and members.
8. Ability to effectively motivate membership.
9. Ability to perform the essential job functions.

**Character Traits Required**

1. Integrity
2. Transparency with actions; open communication with all
3. Motivational and inspirational to young athletes to work hard and achieve excellence
4. Positive attitude
5. Engages individual staff and members with patience and kindness
6. Enjoys interacting with a variety of members and staff of all ages
7. Good listener, with ability to decipher the needs of others
8. Easily and willingly learns and utilizes new computer programs
9. Strong email communicator, with understanding of professional email etiquette
10. Strong phone skills: friendly voice, helpful tone
11. Proven partnership qualities and a team player
12. Unwavering positive talk, even amidst challenging conversations
13. Competitive drive towards excellence, while still maintaining good sportsmanship

*The Multnomah Athletic Club believes that each employee makes a significant contribution to our success. This position description is designed to outline primary duties and qualifications but not limit the employee or the Club to just the work identified.*

FORMULATED December 2004

REVIEWED December 2013

REVISED July 2017

June 2018