



## JOB DESCRIPTION FULL TIME EXEMPT

Job Title: Head Swim Coach/Director of Hurricanes Swim Team

Reports to: Associate Executive

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### Position Summary:

The Head Swim Coach is responsible for general administration of the competitive swim program as assigned by YMCA branch leadership. Individual will be responsible with ensuring the delivery of high quality programs and highly motivated staff as well as meeting standards set forth by the YMCA of Merrimack Valley YMCA

### Program Development

- Lead the ANA Hurricanes swim team in accordance with YMCA's highest standards of quality and safety.
- Work with all branch leadership to ensure program structure meets the needs of community and strategic goals for YMCA aquatics programming.
- Develops a team of staff which will continue to promote the YMCA Mission and Character Values of Caring, Honesty, Respect and Responsibility.
- Recruit, evaluate and supervise coaching staff. Supervisor duties will include payroll, hiring managing of staff resources.
- Ensure that all coaches maintain all necessary certifications.
- Recommend opportunities for coaches to broaden skills at coach's clinics to keep our team on the cutting edge in competitive swimming
- In conjunction with coaches, plans positive goal setting strategies for all swimmers.
- Maintains positive, professional communications and interactions with the ANA Hurricanes Parent Group.
- Be a part of branch leadership, biweekly meetings, manager on duty shifts, others assigned duties
- Perform other appropriate duties integral to the success of the competitive swim program.
- Other duties as assigned including: manager on duty, attendance at events and participation in fundraising efforts

### Administration

- Responsible to manage and work closely with Swim Team admin to keep data and rosters current
- Prepare program promotional materials that meet brand guidelines.
- In conjunction with parent volunteer, manage the Team Unify website and data base.
- Support team communications including program information, practice schedules information, etc.
- Ensure that all employees are trained in time and attendance policies, best practices, etc.



## Fiscal Management

- Responsible for budget development and active management of resources.
- Schedule and monitor staff hours, meeting all payroll deadlines.
- Review financial reports regularly
- Support in reporting team financial performance to parent volunteers
- Participate in branch annual campaign activities and be a leader to involve the ANA Hurricanes in annual campaign.

## YMCA COMPETENCIES (Team Leader or Higher):

**Mission Advancement:** Models and teaches the Y's 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

1. Extensive knowledge of competitive swimming and USA Swimming and YMCA swimming rules.
2. Current certification in ARC / YMCA / Ellis Lifeguard Certification / CPR for the Professional Rescuer or equivalent, and First Aid, including Oxygen Administration.
3. YMCA Principles of Competitive Swimming and Diving (within 30 days of start).
4. Minimum of 4 years of personal competitive swimming experience.
5. Minimum of 4 years of swim team coaching experience.
6. Computer experience with Word, Excel and Team Unify programs.





7. Skills in organizational management, staff and volunteer leadership, human relations and team building. Must be able to use good judgment and problem solving skills in daily strategic and emergency situations.

8. CPR Instructor Certification or the ability to obtain within 90 days of hire.

**Physical and Mental Demands:**

Maintain the physical requirements necessary to maintain certification in Lifeguarding, CPR, First Aid and Oxygen Administration. Must be able to stand on deck for long periods of time. Should be able to demo skills needed to be a competitive swimmer. Must be able to deal with hot/cold/wet environments and loud noises.

Incumbent must be friendly, enthusiastic, and a genuine representative of the Merrimack Valley YMCA Swim Team. Must be able to think in the abstract, solve problems, make decisions, instruct, evaluate and remember. Must be able to make and/or assist in hiring decisions of the coaching staff and work with YMCA branch leadership.

Contact Kelley O'Hara at [kohara@mvyymca.org](mailto:kohara@mvyymca.org) for more information and to apply.