
Aquatics Coach

Title: Aquatics Coach

Level: Non-exempt, Tier II

Date: March 4, 2014

Position Summary:

Provide competitive swimming instruction in a safe environment, ensuring adherence to pool rules and regulations, and using creative techniques to engage children and families.

Reports To: Head Aquatics Coach

Essential Duties & Responsibilities:

Include the following, and may also include other duties as assigned:

1. Utilize comprehensive knowledge of the rules and fundamentals of the sport of competitive swimming to provide instruction and coaching for various age groups in accordance with National YMCA guidelines and NCAA.
2. Communicate with Head Coach to discuss swimmers progress, areas to improve, and opportunities to compete.
3. Assist the Head Coach in providing quality instruction to all participants.
4. Build relationships with swimmers and their families.
5. Ensure the health and safety of all individuals in the pool, i.e. caution regarding unsafe practices and conditions and perform rescue/first aid when necessary. Report accidents and injuries and complete accident reports.
6. Demonstrate and teach Character Development values of caring, honesty, respect, and responsibility.
7. Responsible for arriving prepared for the scheduled practice, which includes arriving 15 minutes prior; in proper attire; prepared for constant concentration and visual surveillance of swimmers with no distractions.
8. Work in harmony and cooperation with the staff, volunteers, and members of the YMCA to develop team spirit and family atmosphere.
9. Observes and enforces all rules and regulations of the YMCA, including monitoring swimmers in the locker room, pool area, other YMCA training rooms (i.e. Wellness Center) as well as off-site facilities. Handle disciplinary actions in a timely, equitable, and effective manner, according to YMCA policy.
10. Provide guidance and support to swimmers at swim meets. This will include encouraging swimmer and family participation, completing all required reports and records according to established timelines and procedures. Assist head coach with swimmer substitutions and scratches.
11. Responsible for attendance at practices, swim meets, staff meetings and/or trainings, and other scheduled functions.



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12. Maintain good public relations with members, program participants, and their families; direct all major problems to Aquatic Director, using appropriate supervisory channels.
13. Be a member service ambassador, remaining abreast of current programs and facility schedules; being prepared to provide personalized direction to other services.

YMCA of Greater Providence Team Standards:

1. Know our mission and be able to tell our story.
The mission of the YMCA of Greater Providence is to build healthy spirit, mind and body for all, through programs, services and relationships that are based on our core values of caring, honesty, respect and responsibility.
2. Honor your colleagues by being on time, present and fully engaged at all times.
3. If you disagree, propose a solution.
4. Be accountable for results.
5. A commitment to valuing and acting as one YMCA as evidenced by referring to ourselves as employees of the YMCA of Greater Providence.
6. Display leadership that requires not only skill, but energy, passion, optimism and creativity.
7. Build open and honest communication. Face to face, or voice to voice, is the preferred method of communication with email for information sharing only.
8. Deliver exceptional service that is of high value. Build a positive staff team. Be friendly.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High School (GED) required

Competitive Swimming and Coaching experience preferred.

Experience teaching young children (strongly recommended)

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certifications / Training:

First Aid and CPR Certificate

YMCA Lifeguard Certification (highly recommended)

Oxygen Administration Certificate

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or



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hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to use hands to finger, handle, or feel; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to or more than 100 pounds. Specific vision abilities required by this job include close, distance, peripheral, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The position has exposure to Bloodborne Pathogens and the incumbent should be educated and prepared on the same. The noise level in the work environment is usually moderate.

I have read the above job description and have had the opportunity to ask questions to clarify any part of it that is unclear to me. I understand what is expected of me in this position.

Employee Signature and Date (please print name as well if illegible)

Signature of Person Issuing Post