**

**JOB DESCRIPTION**

**Job Title: Assistant Swim Coach Jr Swim Team FLSA Status: Non-Exempt**

**Department: Athletics Classification: Non-Union**

**Reports to: Aquatics Director and Head Coach Jr Swim Team**

**Supervises: Junior Aquatics Participants during scheduled programming**

**Position Summary:**

The Assistant Swim Coach for our Junior Swim Team will play a crucial role in supporting the overall success and development of our young swimmers. This position involves collaborating with the head coach to design and implement effective training programs, providing individualized feedback, fostering a positive team culture, and ensuring the safety and well-being of our junior athletes during practices and competitions. The successful candidate will contribute to the growth and skill development of each swimmer, promote a love for the sport, and actively participate in creating a supportive and encouraging team environment. This part-time role requires a passion for competitive swimming, previous coaching experience, relevant certifications, and a commitment to the holistic development of young athletes. If you are an energetic and dedicated individual with a love for coaching and developing junior swimmers, we encourage you to apply and be part of our dynamic swim team. Workouts start on weekdays at 4:00 pm and go until 5:30 – 6:30 pm.

**Position Overview:**

We are seeking a passionate and dedicated individual to join our junior swim team as an Assistant Swim Coach. The ideal candidate should have a strong background in competitive swimming, experience working with age group and pre-competitive levels, and a commitment to fostering a positive and supportive team environment. This position offers an exciting opportunity to contribute to the development of young swimmers and help them achieve their full potential in the sport.

**Essential functions and responsibilities:**

-Collaborate with the head coach to plan and implement effective training programs that align with the team's goals and objectives.

-Work closely with junior swimmers to improve their swimming techniques, starts, turns, overall performance, and goal setting.

-Contribute to the development of practice schedules, ensuring a balanced mix of drills, conditioning, and skill-building exercises suitable for junior athletes.

-Maintain open and clear communication with swimmers, parents, and coaching staff regarding practice schedules, competitions, and any relevant updates.

-Attend and actively participate in swim meets, providing guidance and encouragement to swimmers during competitions.

**Non-Essential functions and responsibilities:**

-Conduct periodic assessments of swimmers' skills and progress, adjusting coaching strategies as needed to address individual and team needs.

-Stay informed about current trends, techniques, and best practices in competitive swimming through continued education and professional development opportunities.

-Provide constructive feedback to swimmers on their performance during practices and competitions, focusing on areas for improvement and celebrating achievements.

**Qualifications Required:**

1-2 years of coaching experience

Intermediate Microsoft Office

CPR/AED, First Aid, and Lifeguard certification

USA Swimming Coach member

**Qualifications Desired:**

ASCA Level 1

**Success factors/Job Competencies:**

\*Commitment to Club values

**Physical Demands of work environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

* **Work Environment: Please see page 3**
* **Physical Demands: Please see page 4**

**Performance Standards:**

Annual performance appraisal for non-exempt level

Attainment of annual goals established between supervisor and incumbent

**Approval/revision date:** XX

|  |  |
| --- | --- |
| **Work Environment:** |  |
| **Typical Working Conditions:**  (Describe environment including exposure to heat, cold, fumes, chemicals, allergens, mold, etc.) | Swimming Pool atmosphere including humidity and chlorine |
| **Equipment Used:**  (List all manual and automated equipment used in the course of performing essential functions.) | Bulkhead  Colorado Timing System  Stop Watch  Scoreboard  Video Equipment  Basic to Advances training equipment such as bands and starting blocks |
| **Essential Physical Tasks:** (List all physical tasks encountered in performing essential functions.) | Moving the bulkhead  Putting away pool equipment |

**Physical Demands:**

**Key** (Based on typical week):

**N**=Never  
**R**=Rarely (Less than 1 hour per week)  
**O**=Occasional (1%-33% of time)

**F**=Frequent (34%-66% of time)  
**C**=Constant (over 66% of time)

| **Activity** | **Frequency** | | | | | **Activity** | **Frequency** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | N | R | O | F | C |  | N | R | O | F | C |
| ***Lifting/Carrying*** |  |  |  |  |  | ***Twisting/Turning*** |  |  |  |  |  |
| Under 10 lbs |  |  |  | x |  | Reach over shoulder |  |  |  | x |  |
| 11-20 lbs |  |  |  | x |  | Reach over head |  |  |  | x |  |
| 21-50 lbs |  |  | x |  |  | Reach outward |  |  |  | x |  |
| 51-100 lbs |  | x |  |  |  | Climb | x |  |  |  |  |
| Over 100 lbs |  | x |  |  |  | Crawl |  | x |  |  |  |
|  |  |  |  |  |  | Kneel |  | x |  |  |  |
| ***Pushing/Pulling*** |  |  |  |  |  | Squat |  | x |  |  |  |
| Under 10 lbs |  | x |  |  |  | Sit |  |  |  | x |  |
| 11-20 lbs |  |  | x |  |  | Walk-Normal Surfaces |  | x |  |  |  |
| 21-50 lbs |  |  | x |  |  | Walk-Uneven Surfaces |  | x |  |  |  |
| 51-100 lbs |  | x |  |  |  | Walk-Slippery Surfaces |  |  |  | x |  |
| Over 100 lbs |  | x |  |  |  | Stand |  |  |  | x |  |
|  |  |  |  |  |  | Bend |  |  |  |  |  |
| ***Driving*** |  |  |  |  |  |  |  |  |  | x |  |
| Automatic Trans | x |  |  |  |  | ***Communication*** |  |  |  |  |  |
| Standard Trans | x |  |  |  |  | Speaking |  |  |  | x |  |
|  |  |  |  |  |  | Listening |  |  |  | x |  |
| ***Other*** |  |  |  |  |  | Seeing/Watching |  |  |  | x |  |
| Keyboard/Ten Key |  |  | x |  |  |  |  |  |  |  |  |
| Fingering (fine dexterity) |  |  | x |  |  |  |  |  |  |  |  |
| Handling (grasping, holding) |  |  |  |  |  |  |  |  |  |  |  |
| Repetitive Motion - Hands |  |  | x |  |  |  |  |  |  |  |  |
| Repetitive Motion - Feet |  |  | x |  |  |  |  |  |  |  |  |

**ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION FOR**

**JUNIOR SWIM COACH**

The employee is expected to adhere to all company policies and procedures, whether written or oral, formal or informal while employed with The Olympic Club.

I understand that the above functions and standards for this position are not intended as an inclusive listing of all of the position's responsibilities, but that other duties may be assigned to me by The Olympic Club, and that the above duties may be changed or altered by The Olympic Club at any time with or without notice. I have read and understand the functions and standards for this position as indicated above and agree to carry them out to the best of my ability. I also agree to advise The Olympic Club if I need any accommodations due to a disability in order to carry out these functions. I further acknowledge that this description does not create an employment contract of any kind, and that my employment remains terminable at will.  
  
  
Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Signature)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Printed)

Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Description approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Manager

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Human Resources