

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Assistant Swim Coach
Reports to: Head Swim Coach
Position Status: Part Time
Payroll Status: Hourly

JOB SUMMARY

The Assistant Swim Coach is responsible for assisting the head coach with organizing the Swimming program. Position assists with conducting practices, motivating athletes, and instructing athletes in strategies and techniques.

ESSENTIAL JOB FUNCTIONS

1. Assist the Head Swim Coach in instructing athletes on rules, regulations, and techniques of the sport.
2. Organize and direct individual and group practices as directed by the Head Swim Coach.
3. Assesses swimmer's skills, monitors athletes during competition and practice, and keeps the head coach informed of the athletic performance of athletes.
4. Maintain regular and timely attendance
5. Know and follow all District policies and procedures.
6. Ensure all practice changes, pool closures, upcoming activities, and competitions are communicated to athletes and their guardians before each workout.
7. Provide first aid and CPR as required.
8. Familiar with the facility Emergency Action Plans and respond appropriately to all emergencies.
9. Foster a welcoming environment for new athletes with the goal of retaining swimmers.
10. Submit regular and accurate time and expense reports.
11. Enforce facility and team rules
12. Fill in for Head Swim Coach when needed.
13. Share ideas and collaborate with District staff, athletes and peers.
14. Ensure completion of all required training and certification per District, USA Swimming, USMS and governing body requirements.
15. Provide information and attend meetings as necessary to facilitate positive and successful communication between entities.
16. Attend all pertinent District meetings and trainings.
17. Represent the District and actively participate in USA Swimming or USMS when called upon.
18. Attend awards banquets and governing meetings.
19. Other duties as assigned.

QUALIFICATIONS

- Current American Red Cross Lifeguard Certification required
- USA Swimming Coaching Certification or USMS Coaching Certification
- Must have more specific training in Concussions, Athlete Protection, Training for Athletes, Foundations of Coaching
- Must pass a background check.
- 1-3 years of club, high school or college swim coaching experience
- At least a high school diploma
- Must have basic computer skills and the ability to learn new programs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to maintain physical and mental fitness level consistent with readiness to respond to emergency situations
- Ability to act quickly, decisively and calmly in an emergency situation.
- Ability to perform rescue actions and administer CPR and First Aid as needed.
- Basic computer skills.
- Ability to communicate clearly orally and in writing.

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking workplace. The work environment is mainly indoors. Work is performed in an aquatics center. 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.

- Must be able to hear distress noises and hear and see distress signals in a noisy aquatic environment, including in the water and anywhere in the zone of responsibility.
- Will require long periods of sitting or standing in a hot, humid and noisy environment.
- Majority of time is in an Aquatics environment with some office work.
- Must be able to sit, stand, walk, grab, pull and push objects in or out of water, squat down, stoop, kneel, crouch and jump.
- Ability to lift up to 50 pounds.
- Hours will vary depending on the pool schedule and may include early morning, weekend and evening shifts.
- Travel with some overnight stays required.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature