

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Job Title: Head Swim Coach
Reports to: Aquatics Program Administrator
Position Status: Full-Time
Payroll Status: Salaried

JOB SUMMARY

This position is responsible for coaching student and/or adult athletes in competitive swimming techniques. This position directs a year-round USA Swimming or US Masters Swimming program that produces the highest attainable level of excellence in instruction as well as individual and team. The Head Swim Coach is responsible for providing a fun and enjoyable environment while developing teamwork, promoting sportsmanship, and encouraging personal development.

ESSENTIAL JOB FUNCTIONS

1. Recruit, hire and supervise assistant coaching staff and ensure weekly workouts are staffed by qualified coaches.
2. Organize and oversee all levels of the coaching workout and coaching schedule.
3. Serve as primary deck coach for a minimum of five days each week.
4. Set attendance and disciplinary procedures for athletes.
5. Under the direction of the Aquatics Program Administrator, oversee and manage the budget for the District Swim Team or Masters cost center.
6. Set practice schedule and provide helpful feedback to swimmers.
7. Serve as main point of contact between the District and the Swim Non Profit Board, or Booster Club.
8. Maintain a schedule that allows appropriate and successful communication with District staff, supervisors, parents and swimmers.
9. Maintain regular and timely attendance.
10. Work with other District staff to plan, schedule, and staff periodic swim events, including swim and stroke clinics, and team gatherings.
11. Schedule and lead regular coaches' meetings to ensure that all coaching staff understand and implement the training cycle.
12. Ensure all team members are registered with USA Swimming or US Master Swimming.
13. Ensure all coaching staff have required training and certification per District and USA Swimming requirements.
14. Know and follow all District policies and procedures.
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. Oversee District equipment and property needs and assist with equipment and supply purchases.
18. Represent the District and actively participate in USA Swimming or US Master Swimming when called upon.
19. Other duties as assigned.

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QUALIFICATIONS

- 5 years' swim coaching experience.
- Bachelor's degree, or the equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Current Washington driver's license or ability to maintain upon hire.
- Current First Aid, CPR, AED and Water Safety Instructor certifications and the ability to maintain certification.

REQUIRED KNOWLEDGE AND SKILLS AND ABILITIES

- Excellent verbal and written communication skills and be able to present information effectively to large groups of adults including children in both instructional and non-instructional settings.
- Ability to make mature judgments and carry out job assignments while under stress.
- Able to work with people of all ages including older adults.
- Complete knowledge of competitive swimming strokes, starts, turns, race strategy, practice strategy, and swimmer development; basic understanding of overall aquatics program.
- Ability to work independently when necessary.
- Ability to work as a part of a team and foster a teamwork environment.
- Ability and willingness to learn District recreation software, timekeeping and other software applications.
- Good work ethic and a desire to see projects through to completion.
- Ability to multi-task and work under pressure while meeting deadlines.
- Must be willing to accept direction and supervision.
- Ability to prioritize and follow through effectively.
- Strong commitment and ability to provide high quality customer service.
- Research skills, including use of the Internet and other resources.
- Working knowledge of current Microsoft Office (Word, Excel, PowerPoint, and Access).

WORK ENVIRONMENT AND PHYSICAL EFFORT

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

- This individual is regularly required to stand; walk; talk or hear.
- The individual is occasionally required to stoop, kneel, or crouch.
- While performing duties of this job, the employee is frequently required to stand; walk; sit; use hand to handle, or feel, reach with arms and hands. They must be able to talk, taste, smell and see (both near and far). Occasionally they may be required to climb or balance; stoop, kneel or crouch.
- 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.

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- May require long periods of sitting or standing in a hot, humid and noisy environment.
 - 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.
 - May require some overnight trips

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