



Hill Farm Swim Club

Position Description: *Assistant Dive Coach*

The Assistant Dive Coach is a focal point of Hill Farm Swim Club's competitive age group dive program. This individual motivates, counsels, encourages, communicates, and directly instructs every diver who is in our competitive program. The program at Hill Farm Swim Club exists for the benefit of the children. Safety is Hill Farm Swim Club's number one priority. The Assistant Coach must be able to recognize any potential safety concerns or issues and immediately respond to the concern or notify pool management.

ESSENTIAL FUNCTION:

1. Assist the Head Coach with managing, organizing, and directing all aspects of the Hill Farm Swim Club diving program.
2. Coach the beginning, intermediate, and continuing level lessons groups.
3. Plan workouts and set diving goals.
4. Communicate with parents and athletes.
5. Attend all dive team events such as meets, meetings, social events, etc.
6. Engage parents and cultivate relationships to create a collaborative dive team environment.
7. Assist in dive team social event planning, as necessary.
8. Assist the head coach at meets i.e. leading warm-ups, providing feedback to divers on their performance, and problem solving.

MINIMUM REQUIREMENT:

Assistant Dive Coaches must be certified in Lifeguarding, First Aid, CPR, and AED use. The Assistant Dive Coach must have a dive background preferred with competitive experience at the high school level or coaching experience similar to our age-group program. The Assistant Dive Coach will be expected to be fully available during the dive team season. Planned absences must be approved by Pool Manager and are at the discretion of the Pool Manager.

SALARY: Hourly pay commensurate with experience.

WORK SCHEDULE:

Must be able to work a schedule during competitive season, generally from 10:00 am to 12:00 pm for dive lessons, 12:00 pm to 1:30 pm Monday-Friday, 5:00-6:30 pm (Monday-Thursday), Friday nights 3:00 pm to 8:00pm for dive meets, and hours required for All City. In addition, the work schedule will include team line up consultation and computer work-additional hours agreed upon.

REPORTING:

The Assistant Dive Coach reports to the Head Coach and Pool Manager for any concerns and for performance evaluations.

DEMONSTRATED ABILITY TO:

- Be highly motivated, cheerful, energetic, positive attitude, self-motivated, and enthusiastic about teaching children of all ages.
- Provide positive motivation to all levels of competitive dive team members.
- Assist to plan a progressive conditioning and developmental competitive dive program.
- Assist to plan dive meet strategies and organizational skills to prepare for the meet schedule.
- Assist to plan and help organize social events for dive team.
- Initiate and maintain communication with families.
- Demonstrate knowledge of children in their formative years in a compassionate manner, while managing discipline problems if they arise during practice and/or meets.
- Work cooperatively with other coaching staff.

PROGRAM MANAGEMENT:

- All coaches must be knowledgeable about the Madison Area All-City pool league rules and operation.
- Assist to prepare, post, and maintain a sign-in process for meets in a timely manner before each meet.
- Assist to prepare and post warm-up times, meet required dives and dive line-ups, meet start times, meet location, and post final results in a timely manner after a meet.
- Deliver entries to away meet host team with line-up information with correct dive line-ups.
- Assist pool staff with set-up and tear down before and after home meets.
- Resolve program questions or parental concerns promptly, fairly, and diplomatically.
- Assist to communicate team information with team members and parents via posters, email, newsletters, and handouts.
- Assist to maintain a complete and current team roster.
- Work with volunteers who coordinate the Personal Best Achievement Award Program by supplying meet results and dive team member names.

TEAM INSTRUCTION:

- Assist to develop a team program that instills a desire to have fun, supports team members, stresses good sportsmanship, and improves individual performance in a safe and enthusiastic manner.
- Demonstrate, direct and participate in the instruction of correct dive techniques.
- Assist to develop practices that are interesting, challenging, developmentally sound and refreshing.
- Assist to develop and implement a method for providing general and specific feedback to dive team members on a daily basis concerning their performance.
- Be readily available for questions or offer additional help when requested or needed.

- Ensure that no age group diver who is a member of Hill Farm Swim Club is denied the opportunity to practice and/or compete as long as they meet the basic diving skills as outlined in the dive team pre-requisite requirements.

SOCIAL PROGRAM COORDINATOR:

- Assist to develop and plan team social functions with approval by Pool Manager.
- Assist to develop notices, emails, posters, announcements for successful team functions.
- Promote camaraderie among coaches and team members at social functions and meets.
- Attend and be prepared to speak at the organizational meeting in June and the year end team banquet following All-City.

EFFECT ON END RESULTS:

- There is evidence of good administrative and program skills, resulting in a competent rating, as determined through performance reviews.
- Hill Farm Swim Club will provide a quality competitive dive program to all team members that is safe and fun.
- Customer satisfaction is rated high as determined by written and or verbal comments and program evaluations.

ACKNOWLEDGMENTS:

The above position description is not intended to be an exhaustive list of duties. Other duties may be assigned, requested, or directed beyond the specific duties listed in this position description.

I have read and understand the responsibilities and requirements in this position description.

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____