



Hill Farm Swim Club

Position Description: *Assistant Swim Coach*

Under direct supervision of the Head Swim Coach, the Assistant Swim Coach will provide direct leadership, instruction and motivation for swim team participants and will assist the Head Coach in running practice with the various swimming groups.

ESSENTIAL FUNCTIONS:

1. Assist the Head Coach in creating thorough, age-appropriate workouts focusing on technique, endurance, stroke development, drills, etc.
2. Lead structured practices.
3. Assist the Head Coach with administrative matters relating to the team, swim meet arrangements and team performance as well as interaction with parents.
4. Assist in coordinating and executing swim team competitions and meet registrations.
5. Attend all swim team events such as meets, meetings, social events, etc.
6. Engage parents and cultivate relationships to create a collaborative swim team environment.
7. Assist in swim team social event planning, as necessary.
8. Assist the Head Coach at meets i.e. leading warm-ups, taking splits/recording times, organizing relays, 8 and under assistance, providing feedback to swimmers on their performance, and problem solving.

MINIMUM REQUIREMENT: Assistant Coaches must be certified in Lifeguarding, First Aid, CPR, and AED use. Must have a swim background preferred with competitive experience at the high school level or coaching experience similar to our age-group program. Assistant Coaches will be expected to be fully available during the swim 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 7:00 am to 1:00 pm Monday-Friday, and Saturday morning 6:00 am to 12:00 pm for swim meets, and hours required for All City. In addition, work schedule will include team line up consultation and computer work-additional hours agreed upon.

REPORTING:

The Assistant 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 swim team members.

- Assist the Head Coach in planning a progressive conditioning and developmental competitive swim skill program.
- Assist the Head Coach for swim meet strategies and organizational skills to prepare for the meet schedule.
- Assist the Head Coach to plan and help organize social events for swim 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:

- Be knowledgeable about the Madison Area All-City pool league rules and operation.
- Assist the Head Coach to prepare, post, and maintain a sign-in process for meets in a timely manner before each meet.
- Assist the Head Coach to prepare and post warm-up times, swimmers personal events, meet start times, meet location, and post final results and relay splits in a timely manner after a meet.
- Be knowledgeable in Meet Manager computer program to develop line-ups for all meets and assist the Head Coach to prepare heat sheets for home swim meets.
- Assist pool staff with set-up and tear down before and after home meets.
- Resolve program questions or parental concerns promptly, fairly, and diplomatically.
- Communicate team information with team members and parents via posters, email, newsletters, and handouts.
- Work with volunteers who coordinate the Personal Best Achievement Award Program by supplying meet results and swim team member names.

TEAM INSTRUCTION:

- Assist the Head Coach to develop a team program that instills a desire to have fun, supports team members, stresses good sportsmanship, and improving individual performance in an enthusiastic manner.
- Demonstrate, direct and participate in the instruction of correct stroke techniques in all phases of the swim program, relay starts, racing starts and turns.
- Develop practices that are interesting, challenging, developmentally sound and refreshing.
- Develop and implement a method for providing general and specific feedback to swim team members on a weekly basis concerning their performance.
- Be readily available for questions or offer additional help when requested or needed.
- Ensure that no age group swimmer 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 swimming skills as outlined in the swim team pre-requisite requirements.

ASSISTANT COACH STAFF MANAGEMENT AND SUPERVISION:

- Serves as an energetic, positive role model for the team and strongly encourages other coaches to do the same.

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 swim 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: _____