



## Hill Farm Swim Club

### Position Description: *Head Dive Coach*

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

The Head Dive Coach position at Hill Farm includes program management, team instruction, assistant coach staff management and supervision, and social program coordination to create an exciting program for participating divers. The Head Dive Coach balances individual skill development, which emphasizes both technique and conditioning, which provides a positive and fun introduction to competitive diving while still providing competitive training for those divers at all ability levels.

**MINIMUM REQUIREMENT:** The Head Coach must be certified in Lifeguarding, First Aid, CPR, and AED use. The Head 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 Head 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 Head Dive Coach reports to the 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.
- Provide leadership to assistant coaches through staff management and supervision in the mentoring relationship.
- Plan a progressive conditioning and developmental competitive dive program.

- Plan dive meet strategies and organizational skills to prepare for the meet schedule.
- 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.
- Prepare, post, and maintain a sign-in process for meets in a timely manner before each meet.
- 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.
- Communicate team information with team members and parents via posters, email, newsletters, and handouts.
- 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:**

- 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.
- Develop practices that are interesting, challenging, developmentally sound and refreshing.
- 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.

#### **ASSISTANT COACH STAFF MANAGEMENT AND SUPERVISION:**

- Provide input into the hiring process of assistant coaches if asked to do so.
- Serves as the energetic, positive role model for the team and strongly encourage the assistant coaches to do the same.
- Coordinate the coaching schedule and their assignments.
- Be prepared to give the Pool Manager an oral evaluation of assistant coaches.

- Discuss and plan with assistant coaches their responsibilities at meets that are an effective use of the coaching staff to include; warm-ups, providing feedback to divers on their performance, and problem solving.

**SOCIAL PROGRAM COORDINATOR:**

- Develop and plan team social functions with approval by Pool Manager.
- Develop notices, emails, posters, announcements for successful team functions.
- Strongly encourage all coaching staff to attend the social functions to the best of their ability.
- Head Coach takes the lead in promoting camaraderie among coaches and team members at social functions and meets.
- Head Coach, along with Assistant Coaches will 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: \_\_\_\_\_