



Hill Farm Swim Club

Position Description: ***Head Swim Coach***

The Head Swim Coach is the focal point of Hill Farm Swim Club's entire competitive age group swim program. This individual motivates, counsels, encourages, communicates, and instructs every swimmer who is in our competitive program-either directly or through our age group coaches. 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 Swim 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 swimmers. The Head Swim Coach balances individual skill development, which emphasizes both technique and conditioning, which provides a positive and fun introduction to competitive swimming while still providing competitive training for those swimmers at all ability levels.

MINIMUM REQUIREMENT: The Head Coach must be certified in Lifeguarding, First Aid, CPR, and AED use. The Head Swim Coach must have a swim background preferred with competitive experience at the high school level and should have prior coaching experience similar to the Hill Farm Swim Club age-group program. The Head Swim Coach 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:

Head Swim Coach: 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 Head 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.
- Work independently and possess energy and enthusiasm.
- Provide positive motivation to all levels of competitive swim team members.
- Provide leadership to assistant coaches through staff management and supervision in the mentoring relationship.

- Plan a progressive conditioning and developmental competitive swim skill program.
- Plan swim meet strategies and organizational skills to prepare for the meet schedule.
- 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:

- 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, 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 prepare heat sheets for home swim meets.
- Deliver entries to away meet host team with line-up information with correct times/events.
- 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 swim team member names.

TEAM INSTRUCTION:

- 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:

- 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, taking splits, organizing relays, 8 and under assistance, providing feedback to swimmers on their performance, and problem solving.

SOCIAL PROGRAM COORDINATION:

- 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 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: _____