



Coach Committee Director Position Description

Overview

A member of the RDMSC Board of Directors, the Coach Committee Director is responsible for undertaking and coordinating all aspects of coach recruitment, management, and retention. The Coach Committee Director chairs the Coach Committee, which consists of the Director and Coach Contracts volunteer, and is responsible for providing direction and coordinating the committee and its members.

Responsibilities

- Attend Board meetings and prepare and present Coach Committee reports as required
- Communicate with Vice President to identify coach needs for upcoming season
- Work with committee member responsible for coach contracts to recruit, interview and hire coaches including:
 - Develop coach position descriptions
 - Identify and enact recruitment process including posting available positions
 - Interview candidates
 - Negotiate salary and benefits in accordance with established budget and finalize coaching contracts
- Ensure coach compliance with ASSA is completed
- Serve as key contact with coaching staff and supervise regular duties during the season including:
 - Identify and set employee expectations
 - Identify and coordinate professional development opportunities
 - Monitor performance and provide guidance where appropriate
 - Conduct end-of-season interview with the Head Coach to support staff retention and continuous improvement
- Ensure Employment section of website is updated and accurate
- Support Head Coach who is responsible for:
 - Development of swim squads
 - Navigating issues/concerns raised by swimmers or their parents or other coaching staff

Term: 2 years