



NWRSC Assistant Head Coach (2026 season)

Full-Time Temporary Position

Salaried commences at \$15,500 (commensurate with experience)

Anticipated Start Date: April 15, 2026 (flexible)

Closing date for applications: January 16, 2026

Location: Kin Pool, Bowen Park, Nanaimo, BC

Accountable to: NWRSC Board of Directors

The Nanaimo White Rapids Swim Club has about 220 swimmers of all ages, experience, and skill level, ranging from social to competitive swimmers with many provincial finalists and medalists. We practice out of a 6-lane outdoor pool in Nanaimo, B.C. Our club competes regionally throughout Vancouver Island at BCSSA club-hosted meets, from May through August of each year, and the season concludes with the Island Regional meet (early August) followed by the B.C. Provincial championship (mid-August). This family-centered youth swim club fosters social and skill development, focusing on each athlete's personal best in a safe and fun community-based program.

The Assistant Head Coach is part of the Leadership Team, working alongside the Head Coach and Pool Manager, supported by the senior coaches, and accountable to the NWRSC Board of Directors. The Assistant Head Coach must be exceptional at developing mentorship relationships with the coaching staff, an enthusiastic role model, and interested and willing to engage with swimmers of all ages and abilities (and their families). The Assistant Head Coach will be skilled at teaching competitive swimming techniques and will lead and mentor Senior Coaches and other members of the coaching team. The Assistant Head Coach must possess an enthusiastic and positive attitude in following and upholding the Mission Statement of the NWRSC.

The job of Assistant Head Coach is a full-time salaried position, and weekly hours will fluctuate to accommodate the needs of the NWRSC season plan.

Essential Qualifications:

- Strong leadership abilities.
- A minimum of 3 years as a swim coach.
- Prior experience as a competitive swimmer.
- Competent in the technical aspects of competitive swimming.
- Excellent communication skills with other coaches, swimmers, parents, and NWRSC Board Directors and committees.
- Excellent organizational skills.
- Punctual and able to work in a fast-paced, high-energy environment.
- Enthusiastic and positive attitude in upholding the mission of the swim club.
- A valid driver's license or ability to organize one's own transportation to and from swim meets.
- Valid First Aid and CPR "C" (prior to May 1, 2026)
- Safe Sport Coaches Training (prior to May 1, 2026) - renew every year
- Minimum Level 1 National Coaching Certification Program (preference for Level 2).
- NCCP Making Ethical Decisions
- Bronze Cross Certification (need not be current)
- Criminal record check with vulnerable sectors check (prior to May 1, 2026).

Asset Qualifications

- National Lifeguarding Certification (prior to May 1, 2026)
- Level 2 National Coaching Certification Program
- Valid Water Safety Instructors Certification (or equivalent)
- Completion of a Stroke and Turn Clinic

Main Duties:

Club Culture/Mission/Community Engagement

- Working alongside the Head Coach and Pool Manager to co-lead the Leadership Team.
- When on deck and during any club activities, safety is the primary concern.
- Be a positive role model for the swimmers of the NWRSC by adhering to the values of the club, reflecting these values during practices and at meets, providing an engaging and appropriate learning environment for swimmers and coaches, and being an active leader for the NWRSC.
- Demonstrate leadership by treating swimmers, parents, and other coaches with professionalism on deck and away from the pool, as well as being an appropriate model for behavior and language while at swim meets, practices and any other time one is representing the NWRSC.
- Be familiar with and abide by the NWRSC Code of Conduct and Conflict of Interest policies, and relevant BCSSA policies (list to be supplied prior to hiring).
- Communicate with the swim club members including parents, swimmers, coaching staff, NWRSC Board of Directors, and volunteers on the following topics:
 - Swim team practice schedules
 - Feedback on performance
 - Practice strategies
 - Schedule of VI Region away meets and results
 - BCSSA VI Regionals meet, and Provincials meet
 - Problems, recommendations and any other pertinent information

Administration

- Create & implement the Season Plan along with the Head Coach
 - Prepare a set of goals and specific objectives for the season.
 - Provide feedback on Season Plans from the coaching team.

- Complete all necessary administrative duties, within deadlines, as set by the NWRSC Board of Directors.
- Maintain professional relationships with the Head and Senior Coaches, other coaching staff, lifeguards, and NWRSC Board of Directors and committees through timely and appropriate written, spoken, and electronic communication.
- Plan and attend on-boarding and in-service staff training sessions, as appropriate.
- Attend regular staff meetings with coaching team throughout the season.
- Attend daily and/or weekly meetings with the Head Coach.
- Develop, lead and/or delegate and oversee the implementation of the Coach in Training and the Developmental Internship Programs.
- Organize, delegate and oversee, and participate in team building/group activities.
- Develop and assist in a communication plan that supports swimmers, parents, and the NWRSC.

Coaching and Leadership

- Act as a role model for all coaches and swimmers.
- Ensure that detailed, individualized goals for swimmers are created with monitoring of progression.
- Develop a mentorship plan for Senior Coaches and provide supervision, guidance and constructive feedback to the coaching team.
- Be familiar with and abide by the NWRSC Codes of Conduct and Conflict of Interest policies, and relevant BCSSA policies and ensure that all coaches are also familiar with these policies.
- Assist the coaches to develop and create their coaching style.
- Oversee and guide Senior Coaches in any delegated tasks related to coach training programs, including:
 - Developmental Coach Internship Program
 - Coach in Training Program

- Set aside and post specific “office hours” as designated times for administration duties, paperwork, and tasks such as updating statistics. Maintain weekly office hours and availability for meeting with coaching team and being available for telephone or personal meetings with swimmers, parents or member(s) of NWRSC Board of Directors (upon request).
- Ensure respectful & positive communication with all swimmers.
- As a member of the NWRSC Leadership Team, ensure that proper pool opening, closing, and scheduled maintenance duties assigned to the coaching staff are being performed by the coaching team.

Responsibilities Specific to Swim Meets

- Help Head Coach to facilitate and oversee swim meet registration within set timelines.
- Assist the Head Coach in the creation of relay team formation for specific meets, in accordance with NWRSC relay policy.
- Ensure that all swimmers are aware of their events at least two days prior to each swim meet.
- Select swimmers’ events based on each swimmer’s individual needs, in terms of short- and long-term goals.
- Be available to your swimmers during the swim meets. Keep the swimmers together as a team, provide leadership, and demonstrate team spirit. Enlist the help of the coaches and older swimmers in demonstrating and encouraging team spirit.
- Coach and support all swimmers for their races. Provide feedback to them after they swim and if they are disqualified.
- Lead the coaching team during one or more swim meets.

Hours of work:

The position of Assistant Head Coach is a full-time salaried position. Weekly hours will fluctuate to accommodate the needs of the NWRSC season plan and will include some weekends and evenings.

Rate of pay:

This salaried position will reflect a *minimum* pay of 23\$/ hour. Salary rates will be scaled to reflect previous experience and expertise; rates will be discussed with each applicant following the interview process.

How to apply:

CLOSING DATE: This job posting closes on **Dec 31, 2025, at 11:59 pm.**

Please submit your **resume and cover letter** to:

✉ hiringcommittee@nwrsc.ca