

Associate Head Coach

Oregon Community Swim Club (OCSC)

Start Date: August 2025

Commitment: Full-time, August 2025-July 2026, with intent to extend contract

Location: Oregon, WI- just south of Madison, WI

Salary: Starting at \$40K, negotiable based on experience and qualifications

Join Our Team!

Oregon Community Swim Club (OCSC) is seeking a highly motivated and experienced Associate Head Coach to help lead our growing, competitive swim program.

Founded in 1991, OCSC is a non-profit, board-led swim club with approximately 150 swimmers ranging in age from 6-18. The role requires a blend of leadership qualities, coaching expertise and interpersonal skills. The ideal candidate will work alongside the current Head Coach to guide and support swimmers across all levels- fostering growth in both community-based and elite-level athletes- while cultivating a team culture grounded in responsibility, respect, accountability and fun.

The Head Coach and Associate Head Coach will collaborate to lead program planning, mentor assistant coaches, and work closely with the volunteer parent Board of Directors to advance the club's mission and long term success.

Primary Responsibilities:

Leadership & Development

- Work in partnership with the Head Coach to develop and implement year-round training programs for all skill levels (including dryland)
- Assess and improve stroke technique from novice to elite
- Provide leadership and guidance to assistant coaches to develop daily practice plans and seasonal plans; Mentor and supervise assistant coaches as they further their coaching skills.
- Work collaboratively with the Oregon Community Pool staff and Board of Directors; be a team leader and ambassador
- Assist high school athletes in the college recruiting process

Team & Staff Management

- Lead recruitment and hiring of assistant coaching staff as needed, (in collaboration with Board)
- Track and submit payroll hours for all coaching staff
- Maintain USA Swimming Safe Sport Certification
- Schedule practices creatively within pool availability; coordinate with pool staff

Communication & Community

- Maintain open, consistent communication with swimmers, parents, Board, and Head Coach
- Serve as visible, approachable leader within the team and local community
- Participate in and help organize team-building and social activities

Meet & Program Operations

- Select team meets for the season with Board input
- Handle meet entries, relays, and team logistics; coach or assign coach coverage for meets
- Organize and help host OCSC swim meets alongside the Board

- Monitor swimmer development, maintain records, and provide constructive feedback

Administrative Responsibilities

- Attend and report at monthly Board Meetings
- Ensure smooth team operations through effective planning and collaboration
- Utilize Team Unify, and other tools for roster, meet and record management

Qualifications:

- Minimum 3 years of coaching experience; Head Coach experience strongly preferred.
- Strong background in competitive swimming, stroke mechanics, age-appropriate dryland training techniques
- USA Swim Coaching Certification in good standing (or ability to obtain)
- Current CPR, First Aid, AED, and Lifeguarding certifications (or ability to obtain)
- Prove ability to coach and motivate young athletes of all ages and abilities
- Experience mentoring staff and managing multi-level programs
- Excellent organizational, communication and leadership skills
- Proficiency with Sports Engine Motion, Meet Manager and basic Microsoft Office skills
- Availability for evening and weekend practices/meets, and occasional morning practices as pool time allows

Compensation

- Minimum \$40K salary to commensurate with experience and qualifications
- Full-time position with variable hours including weekends
- PTO- 14 days exclusive of 3 holidays, flexible time off between seasons

How to Apply

Think OCSC might be a good match for your coaching journey? We'd love to hear from you! Please email your cover letter and resume detailing relevant experience to: board@oregonswimclub.com. Priority given to applications received by June 14, 2025.

Questions? Don't hesitate to reach out, we're happy to chat!

Learn more about us by visiting our [website](#) or visiting our socials on Facebook and Instagram.