



POSITION: The Carmel Swim Club (CSC), located in Carmel, Indiana is seeking qualified applicants for the position of Carmel Swim Club Site Director. This position reports directly to the Carmel Swim Club Head Coach and Associate Head Coach and Head Age Group Coach.

This position is responsible for overseeing the Carmel Swim Club competitive swim groups at the recently built Carmel Swim Academy (CSA), as well as leading the Imagination 2 (3rd & 4th grade) swim group within the guidelines established by the head coach and associate head coach. Essential tools are excellent management skills, communication skills, personal organization, knowledge of stroke technique and the CSC common language, ability to set near- and long-term group goals, and professional development.

BACKGROUND: The Carmel Swim Club operates a 50 meter indoor pool at Carmel High School and a 6 lane 25 yard pool at the Carmel Swim Academy. The club hosts between six and nine meets per year. Carmel, which is located in Hamilton County just north of Indianapolis, is one of the Midwest's fastest-growing and progressive communities with excellent schools. Hamilton County was also recently named the #1 place in the United States to raise a family. CSC enjoys a storied reputation of success and is recognized for its perennial leadership in one of the nation's largest LSCs. Carmel High School has won 38 straight Indiana Girls High School Swimming Championships and 9 Boys High School Swimming Championships.. Carmel's strong recruiting base and community support allows CSC to provide financially attractive and competitive coaching opportunities unmatched in the Midwest.

PHILOSOPHY: CSC takes pride in being a team for all ages and abilities while striving to provide training opportunities for all swimming levels. Emphasis is placed on "life skills" and giving every swimmer who wishes to swim the opportunity to do so. The Club's mission statement is "Teaching Excellence Through Swimming, For Life." To learn more about CSC, go to www.carmelswimclub.org.

General accountabilities:

- Oversee the Carmel Swim Club competitive training groups at CSA
- Help with hiring and assigning coaches to the Carmel Swim Club competitive training groups at CSA
- Collaborating with CSA staff to move lessons swimmers onto the competitive team
- Establish and maintain relationships and open communications with swimmers and parents
- Support the coaching philosophy and direction of the club as established by the Head Coach

- Meet with the head/associate head coach to discuss and develop growth opportunities
- Create a positive team-oriented atmosphere where swimmers learn the values of courage, perseverance, and team
- Promote swim club and CSA lessons in the community. Recruit new club members through professional and community contacts as well as through the local summer clubs
- Swim practice attire should be professional at all afternoon/evening practices
- As a representative of the Carmel Swim Club, coaches have the responsibility to portray their team, CSC, and themselves in a positive manner in public and on social media

Coaching Responsibilities:

- Lead coach of Imagination 2
- Lead homeschool group at CSA
- Present for operating hours at CSA (Approx. Monday through Friday 3:00 PM - 8:00 PM and Saturday 9:00 AM - 1:00 PM)
- Assistant coach of all Carmel Swim Club Competitive training groups at CSA
- Prepare age group swimmers for entrance into the next group
- Plan and implement a training program
- a) Maintain accurate daily attendance records
- b) Communicate team goals to swimmers
- c) Provide team dryland plan and exercises
- d) Document, report, and file all disciplinary events
- Establish and maintain communication with full time and part time group coaches
- Organize and lead parent meetings for CSC groups at CSA

Administrative Responsibilities:

- Be present for two weekly 60 minute office hours TBD.
- Communicate within Safe Sport guidelines (3-way communication, 2 deep leadership, meetings in open areas, etc.)
- Keep coaching credentials up to date
- Send out weekly update to all groups you are leading
- Any other duties assigned by head/associate head coach

Meet Responsibilities:

- Provide timely coaching and direction to swimmers at meets
- Remain at the meet until all swims have been completed or until the remaining staff members no longer need assistance
- Organize and run time trials, fun meets, and end-of-the-season meets for swimmers not participating in state championship meets
- Complete, submit, and communicate entries before due dates

QUALIFICATIONS:

- College Degree (preferred)
- Competitive Swimming Experience (required)
- Leadership Experience of a USS Swim Team – Three years or more (required)
- Current American Red Cross Lifeguarding Certificate and CPR for the Professional Rescuer

- Current American Red Cross Lifeguarding Instructor Certificate or the ability to obtain in reasonable amount of time from the start date
- Candidates must possess integrity, strong communications skills; and a passion for helping swimmers maximize their potential

COMPENSATION:

- This is a salaried full-time position that includes benefits. A competitive salary for this position will be commensurate with experience.

APPLICANTS: Applicants should submit a cover letter and resume with references to:

Chris Pfaff, Associate Head Coach
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Carmel, Indiana
46032
Cpfaff@carmelswimclub.org