

# **CENTER GROVE AQUATIC CLUB**

## **GREENWOOD, IN**



### **POSITION: HEAD 11-14 AGE GROUP COACH / ASSISTANT SENIOR COACH**

The Center Grove Aquatic Club (CGAC) seeks applications for our 11-14 Head Age Group Coach / Assistant Senior Coach position. This coach will oversee the CGAC 11-14 year old group while collaborating with the Head FUNdamental Coach (10&U) to manage the entire CGAC age group program. In addition, this coach will assist with the CGAC Senior division. This coach must possess strong organization, communication, problem solving, and leadership skills.

This coach must embody the CGAC team motto of “EXCELLENCE is an ATTITUDE” and exemplify the 4 CGAC pillars (PREPARES like the best team, LOOKS like the best team, CHEERS like the best team, ENGAGES athletes & coaches like the best team).

#### **Terms and Responsibilities**

- In collaboration with the Head FUNdamental Coach, oversee and directly supervise all scheduled age group practices, age group meets and age group team activities
- Be available for meetings with the CGAC Board of Directors and CGAC coaching staff.
- Maintain and promote a positive culture within the CGAC organization
- Maintain a high level of speech, dress, and behavior that would be generally required in any business setting
- Report to location at least 15 minutes prior to the scheduled session and stay until all swimmers have been picked up by parent guardian, all clean-up has been completed, and/or all work has been completed.
- Maintain office hours and/or indicate how/when to be contacted
- Maintain all coaching credentials in compliance with USA Swimming as well as complete the ASCA Level 1-4 Schools within the schedule determined by Head Coach
- Must adhere to the CGAC Coach Code of Conduct
- Be compliant with all USA Swimming Safe Sport policies and procedures.
- Ensure that CGAC follows and is in compliance with all USA Swimming and Indiana Swimming regulations as well as the CGAC bylaws.

#### **Specific duties of the Head 11-14 Age Group Coach**

- Oversee the entire CGAC 11-14 Age Group staff and programs;
- Directly coach the top 11-14 age group (PRESENIOR PERFORMANCE). This includes practices 6 days per week (with possibilities of some double days).
- Establish group seasonal plan, setting practice schedules, weekly training schedule and daily workouts for all 11-14 training groups that includes education of weekly technique and skill focus.
- Review coaching hours and approve payroll.

- Work with lead coach staff to plan and implement a cohesive skill development curriculum.
- In conjunction with lead coach staff, plan and implement appropriate staff education
- Work with lead coach staff to select a comprehensive meet schedule
- In conjunction with lead coach staff, conduct monthly staff meetings
- Assist the SENIOR DIVISION by directly coaching any training groups and/or practices assigned by the Head Coach. This includes assisting with Senior level practices during the high school season.
- With oversight of Head Coach, oversee the implementation of the GAIN dryland program at all levels.
- Collaborate with Head FUNdamental Coach to oversee all individual and team meet entries
- Conduct seasonal parent meeting for 11-14 training group
- Submit weekly communication specifically about the 11-14 age group as well as current happenings at the AGE GROUP level
- Coordinate seasonal registration/evaluations with lead coaches and CGAC Board of Directors/Registration committee
- Assist CGAC Board of Directors with budgeting, strategic planning, fee structure, communication, and any other board assigned responsibilities
- Submit weekly updates and monthly report to CGAC Board of Directors
- Assist in any additional responsibilities that the Head Coach and/or the CGAC Board of Directors may require.

#### Qualifications and Experience

- Preference will be given to Bachelor's degree from an accredited institution
- A minimum of 3 years competitive swim coaching experience, preferred Head Age Group Coach experience and ASCA Level 3 certification
- Competitive swim experience is required
- Promotes an inclusive environment that values, encourages, and supports all those affiliated with CGAC.
- Must be in good standing with USA Swimming and all its affiliates
- Must have current USA Swimming coach certifications

#### Compensation

- Salary will be commensurate with qualifications and experience. CGAC does not include benefits.
- CGAC pays for USA Coach membership fees, all travel expenses for any national level meets that CGAC attends, mileage to all meets, 2 coaching clinics per year, and ASCA membership.
- CGAC will also waive club membership and registration fees for any children that participate in CGAC programs (This does not include meet fees or USA Swimming membership fees).

Applications should submit a cover letter and resume with references to  
 Brad Smith, CGAC Head Coach  
 317-850-1689  
[performancecoach@cgacswim.org](mailto:performancecoach@cgacswim.org)

