

Dowling Catholic Riptide Swim Club

Job Description

POSITION TITLE: Assistant Swim Coach **LEVEL:** Entry / Mid

REPORTS TO: Riptide Head Coach **RATE:** \$20 hourly

General Function:

Under direct supervision of the Riptide Head Coach, the Assistant Swim Coach is responsible for implementing and executing the head coach's training plan for swimmers at team practices and meets. It is crucial to the success of this position that the individual understands the common terminology the coaching staff uses with swimmers, provides consistent feedback to each individual swimmer daily, and engages with our team parents/families in a professional manner. The Assistant Swim Coach is a role model for their swimmers specifically in attire, behavior and attitude.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or experience:

- Experience coaching the development of adolescent athletes with a USA swimming club
- Experience teaching swim lessons
- Personal experience being on a competitive youth swim team
- Knowledge of the USA Swimming seasons, meet circuits and time standards

Certification Requirements:

- Current USA Swimming Coaching Credential including:
 - o Current CPR
 - o Current Safety Training For Swim Coaches
 - o Current Lifeguarding and First Aid
 - o Current Background Check
 - o Current Athlete Protection Training
- Upon Hire:
 - o USA Swimming Foundations of Coaching 101/201
 - o USA Rules & Regulations
 - o Des Moines Diocese Virtus Child Abuse Prevention Training
 - o Des Moines Diocese Virtus monthly training

Primary Duties (Essential Duties and Responsibilities):

- Ability to follow and implement written workouts provided by the head coach
- Ability to assist with developing/writing appropriate practices that both challenge & motivate the swimmers in order to maximize their swimming potential
- Ability to break down, demonstrate and correct all four competitive strokes, starts and turns

- Ability to give guidance and feedback to the swimmers in a positive fashion to encourage stroke development and endurance
- Ability to read a pace clock and take splits
- Ability to create, implement and lead dry-land training and techniques
- Ability to lead, manage and communicate with swimmers at team meets about the daily meet agenda and pre/post race swims
- Constantly supervise and monitor swimmers while in the pool, on the pool deck, and on DCHS property.
- Conducts practices in accordance with all USA swimming safety rules.
- Upon completion of practices make sure all swim gear is stored in its proper place and that all swimmers have exited the locker rooms and have been picked up from practice before coach leaves the grounds.
- May not coach a DCHS athlete during the school year if already coaching or volunteering for one of the high school swim teams.

Secondary Duties:

- General administrative duties include taking attendance for assigned training groups, utilizing the electronic timecard system and opening/closing (locking) the pool area at before and after practice (including turning on/off the lights and pace clocks).
- Must possess the ability to make sound independent decisions when circumstances warrant such action.

Other Skills, Requirements, Abilities and Personal Characteristics: Must have or be:

- Ability and willingness to work as a “team”
- Organized and possess excellent communication skills
- Enthusiastic, dependable
- Willing to follow directions and take initiative
- Understanding of the Dowling Catholic Riptide philosophy and pillars in interactions with other coaches and parents.
- Professionalism with the ability to make adjustments with the workout or lane assignments for swimmers

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Visual and auditory ability to respond to critical incidents and the physical ability to act swiftly in an emergency situation.
- Ability to adequately observe participant activities, enforce safety regulations, and apply appropriate policies and procedures.
- The physical ability to lead and interact in group activities and perform related physical skills.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand, walk, sit, stoop, kneel, and crouch. Also required to climb, push, and pull. The employee must occasionally lift and/or move up to 25 pounds.

This position description is not intended to be all-inclusive. It is understood that the employee will also perform other responsible related professional duties if requested by the head coach and/or Riptide Board. This position description is not a written or an implied contract.