

Position Title: Head Swim Coach

Intended Start Date: August 1, 2024



Elmhurst Aquatics, a year-round aquatics club with swimming, water polo, and diving, is seeking an experienced and enthusiastic Head Swim Coach to lead our age group through high school swimmers and manage a large coaching staff. The ideal candidate will embody our mission and possess the leadership and administrative skills necessary to drive the success of our program. This is a full-time salaried position. The role will require working evenings and occasional weekend days for meets and practices. Elmhurst Aquatics trains primarily at the York High School Aquatic Center in Elmhurst, IL.

Essential Responsibilities:

- **Staff Management:**
 - Lead while following our team's mission and philosophy to create an atmosphere where children learn to love the sport of swimming as a lifelong skill.
 - Manage all hiring and personnel decisions for the coaching staff.
 - Communicate expectations and provide timely, regular feedback to the coaching staff.
 - Organize and oversee all coaching staff assignments, responsibilities, ongoing development, and evaluations.
- **Team Management:**
 - Act at all times with integrity and as a positive representative of Elmhurst Aquatics to the membership, coaching staff, and the community.
 - Foster a culture of team unity among staff, swimmers, and families.
 - Collaborate with lead coaching staff to provide continuity and training progressions across all training groups.
 - Maintain and increase overall club participation at all levels of competition.
 - Mentor assistant coaches into a consistent club coaching philosophy.
 - Plan team practice schedules and meet schedules, manage swim meet entry administration.
 - Work closely with the head water polo coach on practice schedules and shared pool time.
 - Encourage shared time between swimming and water polo programs for interested athletes.
- **Coaching:**
 - Serve as the lead coach for a designated group within the team, attending all practices, meet sessions, and functions.
 - Develop full-season training plans, manage meet entries, and communicate effectively with coaches, swimmers, and families.
 - Create training plans for stroke technique progression, training, and dryland.
- **Administrative:**
 - Ensure strict adherence to all USA Swimming policies, taking on the role of the team coordinator for SafeSport.
 - Cultivate and maintain positive relationships with aquatic facilities, especially the long standing relationship with York Community High School. Oversee negotiations

for pool lease details and managing all necessary documentation for rentals, including practices and meets across facilities.

- Collaborate with the Board of Directors to handle the hiring of coaching staff as needed.
- Facilitate scheduling and overall maintenance of the lead and assistant coach staff.
- Conduct comprehensive annual performance reviews for year-round coaches, making recommendations for pay increases as appropriate.
- Play an active role in club promotion, swimmer evaluations, and retention efforts.
- Contribute to overall team communications, ensuring timely responses to all inquiries.
- Update website information as needed and manage vendor contracts efficiently.

Requirements/Qualifications:

- 4+ years of competitive coaching experience with swimmers across all ability levels from developmental to elite.
- Member in good standing with USA Swimming and current on all certifications.
- Extensive background in competitive swimming, stroke mechanics, and understanding of USA Swimming rules and regulations.
- Prior experience in a leadership role of training, managing, and developing assistant coaches is preferred.
- Excellent communication, organizational skills, and motivational skills, with a high level of personal integrity.
- Experience using Google Suite, Team Unify, and Hy-Tek Meet Manager.
- Ability to foster a culture of team unity among swimmers, parents, and staff.
- Knowledge of strength and conditioning training, dryland, and functional movement.
- Enthusiasm for continuing coaching education.
- Legal authority to work in the USA with a valid driver's license.

Compensation and Benefits:

- Competitive salary commensurate with coaching experience.
- Minimum three-year contract.
- Eligible for a yearly bonus awarded by the Board of Directors.
- Monthly stipend for health insurance and phone.

How to Apply: Interested candidates should submit a cover letter and updated resume to eapresident@elmhurstaquatics.org. Please include Head Swim Coach Application in the subject line. Elmhurst Aquatics will accept applications immediately and interview candidates until the position is filled.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected status recognized under applicable law. Equal Opportunity Employer: Minorities/Women/Protected Veterans/Disabled EEO is The Law - for more information click [here](#)