



GLENBROOK HIGH SCHOOL DISTRICT 225  
3801 W LAKE AVENUE  
GLENVIEW, IL 60026

## Head Age Group Coach Job Description

Department:	Glenbrook Swim Club
Location:	GBN
FLSA Status:	Non-Exempt
Retirement System:	IMRF
Term:	260 Work Calendar
Group Classification:	Glenbrook Aquatics Hourly
Wage Classification:	II
Supervisor:	Glenbrook Aquatics District Liaison

### Position Summary

The Head Age Group Coach will work directly with the Head Coach to refine and implement a joint vision for technique, training, and performance excellence that complements our team's Mission, Vision, Values, and Outcomes. The individual in this position will be responsible for working with our top-tier age group athletes as well as partnering with the Head Coach to develop all aspects of the Age Group and Development Programs with the goal of instilling a culture of success both in and out of the water.

### Education and/or Experience and Qualifications

1. Bachelor's degree.
2. ASCA Level 3 or higher.
3. 3+ years of coaching experience.
4. A demonstrated track record of developing high-performance athletes.
5. Previous competitive swimming experience.
6. The ability to obtain and maintain all required USA Swimming certifications including passing a background check.
7. The ability to obtain and maintain Lifeguarding/First Aid & CPR/AED certifications.
8. Experience in TeamUnify, Hy-Tek Meet Manager, and Colorado Timing Systems.

### Essential Functions

1. Coordinates tryouts.
2. Mentors junior coaches.
3. Serves as the lead coach for three training groups.

4. Attends all practices and meets (directly assigned by the Team Head Coach).
5. Attends staff meetings.
6. Communicates important information to other coaches, athletes, and parents.
7. Responds to electronic communication.
8. Completes meet entries.
9. Performs additional duties as assigned by the Program Director, Team Head Coach, and Glenbrook Aquatics District Liaison.

### **District, School, and Department Culture**

1. Models mutual respect; integrity; professionalism; multicultural awareness; gender, racial, and ethnic equity; and the values, beliefs, and attitudes that inspire others to perform to their highest potential.
2. Recognizes and respects divergent opinions and respects the role of others.
3. Communicates and promotes high expectations for all work performed.
4. Carries out all responsibilities and functions in a professional and ethical manner.

### **Skills Required**

To perform this job successfully, an individual must demonstrate satisfactory performance in each essential duty. The requirements listed below represent the skills and abilities required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Possess highly developed interpersonal, organizational and problem-solving skills to make sound and proactive decisions with little or no direction.
2. Ability to prioritize daily workload and model flexible, logical, and reflective behavior.
3. Ability to be sensitive and confidential in the management of parents, and athletes' needs and issues, displaying diplomacy and tact in all interactions.
4. Ability to speak to the public in person, over the phone, and in writing with integrity and clear direction.
5. Ability to process routine reports and write correspondence
6. Possess working knowledge in word processing, spreadsheets, database entry, and Google applications.
7. Ability to read and interpret documents such as procedure manuals, operating instructions, school codes and procedures, and data-based reports.
8. Ability to troubleshoot office equipment and minor computer issues.
9. Possess experience with student information systems.

### **Physical Demands**

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.

- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk, and listen.

- The employee is frequently required to stand, walk, operate office and computer equipment, reach with hands and arms, and frequently repeat actions with the same hand, arm, or finger motion, such as when entering data at a computer.
- Specific vision abilities required by this job include close vision and the ability to adjust focus. In addition, the ability to withstand the long-term use of computer monitors is required.
- The employee may occasionally lift and move up to 50 pounds, such as file boxes.

## Work Environment

The work environment may vary in noise level and be fast-paced with frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Retirement System

This position has been determined as an IMRF-qualified position. Participation in IMRF is not optional for employees in positions that meet IMRF qualification standards.

Member and employer contributions are a legal requirement for governmental units participating in IMRF. These contributions are calculated as a percentage of monthly wages. Member contributions are a condition of employment for covered employees and will be deducted when wages are paid.

For more information on IMRF membership and benefits, go to:

<https://www.imrf.org/new-member>

Interested applicants can apply at:

Frontline

<https://www.applitrack.com/d225/onlineapp/default.aspx?Category=Glenbrook+Aquatics>

or

Glenbrook 225

<https://www.glenbrook225.org/our-district/departments/human-resources/employment>

Revised: 12.22.2023