FOX VALLEY PARK DISTRICT
Job Description

JOB TITLE: Assistant Swim Team Coach (Part-Time)

Dept: Recreation
Location: Vaughan Athletic Center
Rate: Minimum starting rate is $18.00/hr

Reports to: Aquatics Program Manager
Exempt (Y/N): No

JOB SUMMARY

Under the direction and supervision of Head Swim Team Coach, the Assistant Swim Team Coach is responsible for assisting the Head Swim Team Coach with managing the swim team in accordance with the rules and regulations set forth by the Fox Valley Park District. Additional duties include set up, clean-up and attending area swimming competitions. This is an at-will position.

EDUCATION, EXPERIENCE AND TRAINING

Must be at least 18 years of age or older. Prefer a high school graduate or equivalent. Candidates must have prior experience with competitive swimming. Candidates should have a strong passion for the sport of swimming. Possess an outgoing personality with good interpersonal skills. Strong communication skills with both children and adults is essential. Ability to be creative and think on your feet to react to various situations and engage the children in various activities. Should be physically fit in order to participate in activities.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Effectively assist Head Swim Team and Administrative Coach with the workouts.
2. Set up the facility and equipment and store the equipment upon completion in addition to immediately notify a supervisor of any broken equipment or unsafe aspects of the pool.
3. Report any items that may provide a health or safety hazard to staff, members or guests to your supervisor or the person responsible for those items at your site.
4. Enforce aquatic rules and policies by maintaining constant surveillance of participants.
5. Provide constant feedback to participants to facilitate improvement.
6. Record and maintain attendance records.
7. Establish and maintain good communication with participants, parents, and supervisor.
8. Maintain a positive attitude and act in a professional manner when interacting with patrons, program participants, and other staff, always. Park District provided email must be used for all communication.

B. Secondary Functions

1. Observe and follow all Park District safety policies and regulations. The safety of staff and participants is a continuing responsibility of all employees.
2. Perform other duties as assigned by supervisor and management.
3. Attend various district-wide and departmental staff trainings as they pertain to policies and procedures, safety or other subjects as appropriate.
4. The District encourages its employees to "take ownership" of the District. As such, it shall be the responsibility of all Park District employees to pick up litter throughout the buildings, grounds, and facilities of the District.
5. Available to work daytime, evenings, and weekend programs as the schedule dictates.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONSIDERATION

1. Physically able to demonstrate various movements and skills on land and in water.
2. Ability to carry basic equipment from storage closet to pool deck.
3. Perform repetitive hand/arm movements throughout shift.
4. Standing and/or walking for long periods of time as necessary to accomplish daily activities.
5. Ability to handle mental stress in order to cope with multiple tasks, deadlines, shifting priorities and various other situations.
6. Employee may be exposed to noise distractions from other employees or equipment operation in adjacent work areas.
7. Ability to spend up to 100% of work time performing physical movement.
8. Employee's general work area is outdoors in a smoke-free environment with various temperature, weather and lighting.
9. Must park in the parking lot approximately one block from the building.
10. Must be able to follow directions and communicate in English both verbally and in writing.
11. Must possess time management and organizational skills to effectively perform his/her job responsibilities.
12. Must possess good problem-solving skills and have the capacity to act rationally and calmly in high stress and/or emergency situations.
13. Must be able to represent the Fox Valley Park District in a professional manner.
14. Must use good safety awareness and judgment in all aspects of this position.

Thee above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. 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.

Interested applicants should apply online at:
https://www.foxvalleyparkdistrict.org/about-us/employment/