

Job description

Summary:

The Senior Head Swim Coach leads the age 13 and over swim program for the Mundelein Mustangs Swim Club (MMSC) and serves as the Chief Operating Officer. MMSC is a registered swim club under USA Swimming and part of Illinois Swimming.

Responsibilities:

As Head Coach of the Senior Swim Group (ages 13 and over)

- Partner with the Head Age Group Coach
- Develop a swim program that is technically, age and developmentally appropriate, for both water and dryland training, and that allows swimmers of different abilities to reach their highest potential
- Lead multiple training groups including the high-performance age group athletes
- Supervise, mentor and evaluate assistant coaches, including preparation of daily and seasonal workouts, skill sets, group practices and on deck during swim meets
- Support the team's mission, vision and values by providing leadership and team management in a professional manner and ensure MMSC training philosophies are being utilized across all training groups
- Ensure that all team operations are completed in a timely and organized manner
- Attend swim meets and provide coaching support to swimmers during competitions
- Select events for their training group and oversee the selection of events for all swimmers in the age group program
- Create & communicate monthly calendars as well as season plans and progress with parents and swimmers.
- Collaborate with other coaches and parents to plan team activities
- Lead swimmer recruitment/retention efforts
- Foster solid relationships with athletes and families
- Book travel for out of state/travel meets
- Build a relationship with the Mundelein High School swim coaching staff

As Chief Operation Officer (COO)

- Attend and participate in Board meetings as COO
- Chair the Hosted Meet Committee

- Serve on the following Board Committees; Strategic Planning Committee and Finance Committee in Even years
- Own Team Unify Administration and coordinate with Parent Treasurer
- Partner with Treasurer on QuickBooks entries and maintenance
- Collect of items needed for payroll processing
- Administration of club Gmail Accounts
- Own family accounts in Team Unify.
- Own billing, tracking and collecting payments for our Hosted Meets
- Work with tasks forces as needed

Skills:

- Strong behavior management skills to effectively handle multiple group of swimmers at various levels
- Swim Coach experience, preferably for senior age group
- Excellent communication skills to effectively instruct and motivate swimmers
- Ability to assess individual swimmers' strengths and weaknesses and tailor training programs accordingly
- Knowledge of proper training methods
- Ability to create a positive and supportive environment for parents, assistant coaches and swimmers

About Us:

Mundelein Mustangs Swim Club located in Mundelein, IL. Our mission is to introduce area youth to the love of swimming while offering them an opportunity to reach their highest potential as athletes and as people in a safe and secure environment.

We are a competitive club that trains all levels of swimmers, emphasizing individual progress, team unity, sportsmanship and family participation.

MMSC's vision is to become the swim club of choice in Northeast Illinois, through building a positive, inclusive environment where swimmers of all skill levels can maximize their potential.

Job Type: Full-time

Salary: \$40,000.00 - \$50,000.00 per year

Benefits:

- Employee discount
- Paid time off

Work Location: In person

