

Associate Head Coach/Team Manager
Grosse Pointe Gators (GPG) Swim Club

Job Description:

The Grosse Pointe Gators Swim Club is looking for an energetic and motivated individual to serve as the Associate Head Coach and Team Manager, working with the Head Coach and Executive Board to assist in providing leadership, structure, and direction of the club. The Associate Head Coach will oversee the Senior groups, consisting of 40-60 swimmers directly coached by the hired individual and up to 300 swimmers in the club as a whole. The Associate Head Coach reports to the Head Coach and the Executive Board. The ideal candidate will have outgoing personality, a growth mindset that works well with our swimmers, other coaches, and parents. This is a full-time/exempt position who may require work in excess of fifty (50) hours per week between coaching and administrative duties.

About the GPG Swim Club

The Grosse Pointe Gators Swim Club (<https://www.teamunify.com/team/migpg/page/home>) is a year-round competitive swim team associated with USA Swimming that offers professional coaching for swimmers of all ages and abilities. All swimmers will be taught appropriate stroke technique and training based on the practice group they are placed in. The goal of our team is to provide every member an opportunity to improve their swimming skills and achieve success at his or her level of ability. We are constantly growing and training young swimmers to maintain a well-rounded competitive swim team.

The Grosse Pointe Gators Swim Club is located in Grosse Pointe, Michigan and practices out of Grosse Pointe Public School System pools as well as other locations within the east Detroit Metro area.

Grosse Pointe Gators Mission and Vision:

The mission of the Grosse Pointe Gators Swim Club is to teach, train, and motivate competitive swimmers while providing a positive and safe environment for all swimmers, coaches and members.

The club strives for swimmers to reach their full potential not only by teaching the skills specific to competitive swimming, but also through reinforcing strong values that apply to all facets of life, all while providing a safe environment for our members and athletes. It is our hope that GPG swimmers will develop self-confidence, self-respect, be able to set personal goals and achieve them, and understand the importance of teamwork, camaraderie, and good sportsmanship.

Essential Duties:

- Responsible for the day-to-day operation, hands on guidance and involvement in all aspects of the GPG Swim Club, including working with swimmers, parents, coaching staff.
- Plan and conduct 2-4 hours per day of on-deck coaching, working with our pre-Senior and Senior groups (ages 14+), effectively coaching other age group levels as well as setting a strong, positive, enthusiastic, and highly energetic tone for all age groups as needed.
- Coordinate and develop group goals and curriculum.
- Maintain up-to-date performance reports on senior group athletes.
- Communicate effectively with parents, swimmers, and other coaches (email, phone, face to face).
- Assist Head Coach with planning seasonal practice and meet schedules.
- Coordinate and develop group goals and curriculum.
- Maintain up-to-date performance reports on senior group athletes.
- Maintenance of the GPG website.
- Lead all Club Communications, including weekly emails to membership, meet information emails, and other Board directed online presences.
- Organization and submission of swim meet entries under the direction of the Head Coach.
- Registration of swimmers under the direction of the of the Head Coach and/or Executive Board.
- Serves as Team Administrator for the USA Swimming SWIMS3.0 system, ensuring that all swimmers, coaching staff and board members are in good standing.
- Attend all scheduled swim meets, meetings, and team functions as required.
- Assist with team tryouts and swimmer assessments for group placement.
- Perform other duties as assigned by the Head Coach.

Preferred Qualifications:

- Bachelor's Degree (exercise science, education, or related field preferred).
- Minimum of 3 years' successful experience as a Head Coach or Head/Lead Age Group Coach with a USA Swimming team is preferred.
- ASCA Level 2 or above preferred.
- Excellent written and oral communication skills.
- Ability to maintain positive and effective working relationships with other employees.
- Working knowledge of Microsoft Word, Excel
- Demonstrated proficiency with SWIMS3.0, Team Unify web services, meet entries, and communication.
- Current CPR, First Aid, Coaches Safety, and Safe Sport certifications and membership in good standing with USA Swimming.

Preferred start date: **Immediate**. The position will remain open until filled.

Compensation: Compensation commensurate with experience. Additional incentive compensation and/or benefits may be considered/negotiated at time of hire.

Send all resumes and references to:

Grosse Pointe Gators Executive Board

gpgatorsswim@gmail.com