**SEATTLE TENNIS CLUB**

**JOB DESCRIPTION**

**JOB TITLE: Assistant Swim Coach**

**REPORTS TO: Head Swim Coach**

**SUPERVISES N/A**

**PAY RATE: $19.00 - $20.00 per hour**

**GENERAL RESPONSIBILITIES:**

This position is responsible for assisting the Head Coach in teaching the fundamentals of competitive swimming in a positive environment. This position is also responsible for providing instruction, guidance, and fostering sportsmanship during training sessions and competition swim meets.

**SPECIFIC RESPONSIBILITIES:**

1. Assisting the Head Coach and conducting daily practices geared towards maximizing the swimmer’s potential.
2. Attend all swim meets as scheduled (home and away meets).
3. Is responsible for understanding the computer software (Hy-tek), in relation to record keeping, dual meet line-ups, and running a swim meet.
4. Maintain team roster, attendance records.
5. Assisting the Head Coach with communicate with swimmers, parents, and other swim coaches in our Division
6. Responds promptly and properly to emergency situations, rescuing and caring for any person who requires assistance, during swim practices.
7. Available full time during the season of mid-May through late July.

**EXPERIENCE AND TRAINING**

**Education and Experience:** This position prefers a background in competitive swimming or swim instruction of 4 years. Must hold a current certification card in the following: CPR for the Professional Rescuer, First Aid, ARC Safety Training for Coaches, or Lifeguard Training.

Send all resumes to Roger Miron, Manager of Athletic Sports: [rmiron@seattletennisclub.org](mailto:rmiron@seattletennisclub.org)