



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Job Title: **Head Swim Coach**

Status: Full Time – Salary Exempt

Reports to: Aquatics Director

Department: Aquatics

Revision Date: 9/8/2023

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality, member-focused YMCA aquatic programs.

ESSENTIAL FUNCTIONS:

1. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance, applies corrective and disciplinary actions as needed, including the termination of a staff member's employment. Develops strategies to motivate staff and achieve goals. Ensures records of staff certifications are current and complete.
2. Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations. Ensure the safety of swimmers at the practices/swim meets by following proper precautions and regulations.
3. Creates and schedule practice schedules, coordinate swim meet schedules and additional events.
4. Assists in the marketing and distribution of program information.
5. Develops and monitors program budget to meet fiscal objectives.
6. Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in a timely manner in person, over the phone or via email.
7. Assists with Program Committee meetings.
8. Provide corrective feedback that will enhance swimmers' techniques. Maintain structure and discipline within a group setting, while encouraging and promoting student participation in a positive manner.
9. Engage parents and cultivate relationships to create a collaborative swim team environment.
10. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
11. Maintains the training of self and Assistant Coaches for YMCA/USA Certifications and all additional training.
12. Work daily to nurture the potential of youth and teens; help people improve their well-being; and provide opportunities for people to give back and support their neighbors.
13. Conducts and ensures proper maintenance of pools. Secures and schedules pool facilities. Maintains accurate records of pool chemical levels and facility maintenance.
14. Performs other duties as assigned.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailor's communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. One to two years related experience preferred; for example, as an aquatics coordinator, supervisor or coach.
2. Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.
3. Completion of YMCA program-specific and trainer certifications.

WORK ENVIRONMENT & 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 use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit, reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 plus pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, push, squat, sit, crouch, walk, kneel, twist, pull, reach with hands, sit, stand for an extended period of time, run, throw, swim, Climb ladders, walk, shovel snow, plow snow, have finger dexterity, grasp, talk, hear, have visual acuity, vocal projection and perform repetitive motions..
- While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.
- Must be alert at all times, keeping safety in mind. Must possess acceptable hearing and visual capabilities in order to monitor the environment and well-being of members.
- Must be capable of working under pressure in a somewhat disruptive environment.
- May be required to sit, stand, or maintain physical activity for extended periods of time.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).
- I have read the above job description and fully understand the responsibilities that I am expected to perform and feel I can carry out those duties as described above.

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- Printed Name: _____ Date: _____

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- Signature: _____ Date: _____