

YMCA of Snohomish County Job Description

Job Title: **Head Swim Team Coach**
FLSA Status: Non-exempt
Reports to: Director

Job Code: 2035
Job Grade: I
Date: January 2023

Position Summary:

Provide competitive swimming instructions to swim team members in Age group, Senior, or Master's programs. Organizes and conducts team workouts. Oversee basic administration of the swim team. May supervise other coaches as assigned. Act as a liaison and champion for the YMCA.

Job Duties/Responsibilities:

- Organizes and administers all assigned coaching responsibilities, including daily practices, recruiting, record keeping and scheduling
- Develops positive relationships with team members and provides motivational support and guidance
- Increases team member awareness of all healthy lifestyle factors and YMCA values
- May supervise assistant coaches
- Recruits prospective members and provides information about YMCA membership and swim team fee structure
- Follow all YMCA policies, rules, regulations, and procedures, including emergency procedures, complete incident and accident reports as necessary
- Attends swim meets and swim team functions as agreed upon with supervisor
- Accountable for discipline and conduct of team members
- Encourages member and parent involvement and identifies potential volunteers
- Conveys basic knowledge of all program areas to members and participants and as appropriate refers members to appropriate staff member
- Compile program statistics
- Monitor and evaluates the effectiveness of and participation in program
- Recruit swimmers
- Work effectively with volunteers
- Performs other duties as assigned

Qualifications:

- Minimum age 21
- Current First Aid, CPRPRO (BLS), AED and O2 certifications
- American Red Cross Coaches Safety Training or equivalent
- Minimum one year of coaching swimming experience
- Ability to teach proper competitive swimming techniques
- Demonstrated knowledge of sound competitive swimming skills, and the ability to implement and teach these skills in a positive, healthy manner
- Must be able to remain alert
- Must be able to sit or stand for extended periods
- Adequate ability to hear noises and distinguish distress signals
- Ability to communicate verbally, including projecting voice across distance in normal and loud situations
- Experience working with individuals, families and communities of diverse backgrounds and abilities
- Fluency in second language desired

Y Culture:

- Build relationships with a diverse membership base in culturally responsive ways, connect members with one another and to the YMCA
- Exhibit Caring, Honesty, Respect and Responsibility
- Complete required training and certifications within established guidelines
- Arrive on time ready for shift, clock in/out within timekeeping system

Embrace Team Leader Core Competencies:

Mission Advancement:

- Models and teaches the Y's values

- Ensures a high level of service with a commitment to improving lives
- Provides volunteers with orientation, training, development, and recognition
- Cultivates relationships to support fundraising

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 tailors 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

Physical and Mental Demands: The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job.

Physical Demands:

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; may use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with members, staff, volunteers, and others encountered in the course of work, some of whom may be dissatisfied individuals.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Typically interaction with others is busy, constant and occasionally interruptive. Work may be demanding at times. May require ability to work irregular hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job descriptions represent a general outline of job duties, functions and qualifications. They are not intended to be comprehensive in nature. In addition, jobs evolve over time and therefore their description may not reflect the precise nature of the position at a given point in time.