# Wilkes-Barre Family YMCA

Assistant Swim Coach Job Description

Reports to: Head Coach

**Position Summary**:

An Assistant Coach for the Wilkes-barre Family YMCA Swim Team is a representative of our YMCA not only in our community, but in our league, and at all competitions we attend. As such, the person hired for this position must display professionalism at all times. Assistant coaches will be role models for participants on the swim team, exemplifying integrity and the key characteristics we expect of our employees: Commitment, Caring, Honesty, Respect, Responsibility, Personal Integrity and Cooperation. In addition, an assistant coach shall be a mentor for sportsmanship and team spirit to participants on the swim team. While on duty and at swim meets, an assistant coach will wear appropriate coach’s attire.

An Assistant Coach provides direct leadership, instruction and motivation for swim team participants and follows the philosophy and direction of the Head Coach in all matters relating to the swim team. An Assistant Coach should discuss and problems or concerns with the Head Coach. An Assistant Coach is expected to attend all swim meets and team functions throughout the year and is also responsible for creating and maintaining a clean and safe environment for the swim team participants.

**Essential Functions**:

1. Assist Head coach in creating thorough, age-appropriate workouts focusing on technique, endurance, stroke development, drills, etc.

2. Lead structured practices according to the Head Coaches plan for the practice group.

3. Help to record all work-outs and track daily attendance

4. Assist head coach with administrative matters relating to the team, swim meet arrangements and team performance as well as interaction with parents

5. Assist in coordinating and executing swim team competitions and meet registrations. Record times at swim meets;

6. Attend all swim team events such as meets, meetings, social events, etc.

7. Engage parents and cultivate relationships to create a collaborative swim team environment

8. Assist in swim team social event planning, as necessary

9. Assist in maintaining a clean and safe environment for swim team participants

**YMCA Competencies:**

Mission and Community Oriented: Accepts and demonstrates YMCA values. Works effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them.

People Oriented: Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Results Oriented: Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Supports fundraising. Follows budgeting policies and procedures, and reports all financial irregularities immediately.

Personal Development Oriented: Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process.

Qualifications:

1. 2+ years experience as a competitive swimmer preferred;

2. 2+ years swim coaching experience preferred;

3. USA Swimming Coach or ASCA Level 1 and Principles of YMCA Competitive Swimming certification preferred;

4. Must be able to demonstrate proficiency of swim skills in accordance with YMCA standards and have a strong foundation in stroke mechanics and be able to communicate effectively with swimmers and their parents;

5. Enthusiastic, dynamic presence with good communication skill;

6. Certifications: Lifeguard or Coaches Safety, CPR/AED, First Aid certification and Principles of Competitive Swimming or willingness to obtain;

7. At least 20 years of age.

**Physical Demands:**

Ability to swim and demonstrate stroke techniques.

Ability to instruct and observe participants in proper stroke techniques.

Ability to lift and move equipment, and to lift a small to average size child.

**Fall/Winter Season** (September – March)

This is a part-time position that includes approximately three to ten hours per week of swim practice, plus time for creating workouts and handling administrative details for swim meets. Weekend attendance at swim meets is required on two to three Saturdays per month from mid November through March. Attendance as agreed upon with the head coach at various invitational meets some of which will include Friday, Saturday and Sunday will be required.

**Summer Season (May – July)**

This is a part-time position that includes approximately three to ten hours per week of swim practice, plus time for creating workouts, and handling administrative details for swim meets. Weekday attendance at summer league swim meets is required two to four times per month from June through July. Attendance as agreed upon with the head coach at various invitational meets some of which will include Friday, Saturday and Sunday will be required.

I understand & agree to all of the conditions and requirements of the position.

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Assistant Coach Signature Date

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Sr. Aquatic Director Date