



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Swim Team Head Coach

Reports to: Aquatics Director

FLSA Status: Non-exempt

Revision Date: May 19, 2021

General Function

The Head Swim Team Coach is a full-time position responsible for planning, coaching, and leading the swim team to meet the goals and objectives of the YMCA competitive swim team program and supervising assistant swim coaches.

Job Responsibilities

- Plan, organize and develop the swim team program. Plan, attend, and direct team practices as scheduled and within the guidelines set by the Aquatics Director. The coach must be accessible to all levels of swimmers.
- Always ensure the safety of participants.
- Recruit, hire, develop, and train assistant coaches. Mentor and supervise the assistant coaches to meet program and safety objectives, and to build a positive team culture that promotes individual growth and team building. Process bi-weekly payroll for all assistant coaches.
- Maintain proper team records and file reports as needed including maintaining an accurate team roster in Team Manager software.
- Attend all league meetings and team meets. Coordinate entry information to meet all deadlines. Attend and organize USA Swimming meet participation as needed.
- Work with the SCAY Parent Committee to recruit and manage volunteers.
- Relate to the individual swimmers on a personal basis at practice, at meets, and through goal setting, instruction, and positive encouragement.
- Relate to parents' concerns through individual contact by appointment, phone calls, or emails. Utilize parent board for support and advisory functions. Attend and actively participate in all parent board meetings.
- Initiate and maintain active communication concerning all aspects of the program with assistant coaches, swimmers, parents, and necessary Y staff.
- Other duties as assigned by the Aquatics Director, which may include but is not limited to lifeguarding and assisting with instructing swim lessons as needed.

Education/Experience Required

- At least 3 years of aquatic experience as a competitive swimmer or aquatic instructor
- 5 years of competitive coaching
- Working knowledge of competitive aquatics
- Ability to positively lead, communicate, inspire, and motivate swimmers of all ages
- Current valid driver's license and access to personal vehicle

Training/Certifications Required

- *YMCA of USA Principles of Competitive Swimming and Diving
- *Current American Red Cross or YMCA of the USA Lifeguard Certification

- *CPR for the Professional Rescuer for Lifeguards (valid 2 years)
- *Administering Emergency Oxygen (valid 2 years – is required for YMCA LG)
- *First Aid (valid 2 years)
- Child Sexual Abuse Prevention training must be completed within the first 90 days of employment and every 3 years thereafter.
- Mandated Reporter training must be completed within the first 90 days of employment and every 5 years thereafter.
- ACT 139 Training for First Responders – Naloxone Training within the first 90 days of employment and every 2 years thereafter.

**Required for coaching deck pass for district and national swim meets*

Working Conditions

- Works indoors in adequate work space with adequate temperatures, ventilation, and lighting.
- Outdoor work includes a variety of settings in a variety of weather: Y play areas, field trips, etc.
- Works with average exposure to noise and disruptions. Works with above average stress.
- Normal exposure to dust/dirt.
- Subject periodically to irate individuals and stressful situations.
- Travels routinely during all seasons and is exposed to outdoor elements.

Physical and Mental Conditions

- Required to stand, walk, sit, reach with hands and arms, climb stairs, balance, and stoop, kneel, crouch or crawl, talk, and hear.
- Dexterity requirements range from simple to coordinated movements of appendages and torso to carry out job duties.
- Specific vision abilities required include close vision, peripheral vision, depth perception, and the ability to adjust focus
- Light to medium work, with occasional lifting/carrying of objects with weights up to 25 pounds.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to endure long periods of work without a break.
- Work part of the time outdoors.

Effects on End Result

The Head Swim Team Coach will provide a quality service environment that allows our members and program participants to focus on youth development, healthy living and social responsibility.

General Sign Off

The employee is expected to adhere to all YMCA of Centre County Policies and to act as a role model in the adherence to the YMCA of Centre County Policies. I have read and understand the explanation and job description.

Employee’s Signature

Date

Supervisor’s Signature

Date

The YMCA of Centre County reserves the right to change this job description as conditions warrant.