



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TRI-CITIES FAMILY YMCA

Job Title: **Assistant Swim Team Coach**

Wage: **Negotiable based upon experience**

Reports to: **Head Swim Team Coach**

POSITION SUMMARY:

Provides direct leadership, instruction, and motivation for participants in the Guardians Swim Team program. The assistant coach is responsible for helping practices run smoothly and efficiently by having prepared workouts, arriving early to practice, and communicating with swimmers, parents, and other coaches. They must have a strong knowledge and passion for swimming and helping young athletes succeed.

ESSENTIAL FUNCTIONS:

1. Instructs practices in accordance with YMCA & USA Swimming guidelines, having prepared workouts accordingly.
2. Travels for meets when needed.
3. Builds effective, authentic relationships with participants; helps them connect with each other and the YMCA.
4. Conveys information on programs and schedules as appropriate.
5. Maintains records as required (i.e. attendance, etc.).
6. Attends staff meetings and trainings as scheduled.
7. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
8. Season plan, daily workouts, and dryland are planned ahead and age appropriate.
9. Communicates with other coaches regarding schedules, practice goals, attendance, etc.
10. Assists head coach with practices and leads practices when head coach is absent.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Y's 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 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.

QUALIFICATIONS:

1. Certifications: CPR, AED, First Aid, Lifeguard.
2. Must have 1 year of coaching swimming program experience.
3. At least 18 years of age.
4. Must pass background check and complete new employee orientation.

5. Possesses and demonstrates a strong understanding of the YMCA and its purpose, mission and values.
6. Must be detail oriented, accurate, and have strong communication skills.
7. Positive attitude with excellent communication and time management skills.
8. Must be receptive to training and learning and willing to grow in the position.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

1. 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.
2. Ability to instruct and observe participants in proper stroke techniques.
3. Ability to demonstrate drills in the water when necessary.
4. Ability to instruct developmental group from water when necessary.
5. Ability to travel to weekend meets.
6. The employee must occasionally lift and/or move up to 10 pounds.
7. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
8. The noise level in the work environment is usually moderate.

BASIC HOURS

As scheduled and agreed upon Monday – Friday as well as special events (swim meets).

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.

Employee Signature

Date

Supervisor Signature

Date