

**CITY OF FAIRWAY
JOB DESCRIPTION**

TITLE: Head Swim Coach
FSLA STATUS: Exempt

DEPARTMENT: Parks and Recreation
WORK WEEK: As Required

JOB SUMMARY:

The Head Swim Coach, in conjunction with team booster committee, is responsible for the daily operations of the swim team. This position requires significant independent judgment with little review and guidance while on duty. This position reports to the Parks and Recreation Director or his/her designee.

DUTIES:

Practice

- ◆ Plans and organizes practices that meet the needs of a wide range of ages, experience, and skill level with the goal of developing swimmers skills, improving performance, and building confidence
- ◆ Directly coaches practice groups and swimmers
- ◆ Acts as final authority on pool deck during practices and will maintain a positive, supportive, disciplined environment
- ◆ Arrives to practice at least 15 minutes early and remains after practice until all team members have cleared the pool area and all participant and parent inquiries have been addressed

Meets

- ◆ Plans relay combinations based on swimmer performance and the coaches assessment of the team's needs
- ◆ Interacts with other coaches, parents, and swimmers with an even demeanor and a positive attitude
- ◆ Informally reviews the team performance with the team following the meet, emphasizing the positive
- ◆ Determines entries for each meet and input into Meet Manager. For away meets, responsible for e-mailing entries to host pool. For home meets, responsible for setting up Meet Manager and importing visitor entries. Prints heat sheets and make appropriate number of copies.
- ◆ Attends all meets, supervises and motivates swimmers, assists in determining race strategy, directs warm-up exercises, evaluates swimmers' performances
- ◆ Maintains and produces meet statistics to Parks and Recreation Director through use of the meet software provided by the City
- ◆ Maintains accurate records on personal bests and meet statistics. Provides information to the swimmers, parents and the Parks and Recreation Director.

Supervision

- ◆ Assists Parks and Recreation Director and swim team booster committee in hiring the number of assistants deemed necessary and affordable
- ◆ Schedules coaching coverage and responsibilities for various practice groups and practice times
- ◆ Mentors and develops the coaching skills of the assistant coaches

- ◆ Reviews assistants' performance on an ongoing basis, addressing problems as they arise
- ◆ Supervises assistant coaching staff in all aspects of the swim team daily and overall operations

General Responsibilities

- ◆ Encourages, through example, good sportsmanship from the swimmers and parents and inclusiveness of all swimmers
- ◆ Encourages swimmers of all abilities to learn about and enjoy the sport
- ◆ Observes and corrects errors, focuses on stroke refinement
- ◆ Teaches starts and turns as well as race tactics
- ◆ Ensures accurate attendance rolls and reports are provided to the Parks and Recreation Director or his/her designee in a timely manner
- ◆ Attends to the emotional and mental well being of swimmers through building self-esteem and confidence of team members
- ◆ Ensures the safety of swim team members by developing safety rules and guidelines and monitors swimmers
- ◆ Projects a positive and professional image to parents and the public
- ◆ Responds quickly and efficiently to all emergency situations
- ◆ Attends parent meetings and special functions planned for swim and dive team

Miscellaneous

- ◆ Reports to work regularly and promptly
- ◆ Maintains cordial relations with public and sets example in conduct for entire staff
- ◆ Uses safe work practices while on the job, including following proper and established procedure in the use of equipment and wearing appropriate and/or required safety and personal protective gear
- ◆ Performs other duties as assigned

REQUIREMENTS:

Skills and Abilities

- ◆ Ability to comprehend verbally, arithmetically and in writing; ability to express ideas verbally and in writing
- ◆ Aptitude for office procedure, cash management and mechanics
- ◆ Ability to work independently and as part of a team
- ◆ Ability to prioritize work and meet deadlines
- ◆ Ability to work with the public
- ◆ Ability to recognize and avoid safety hazards, and able to respond to emergencies effectively
- ◆ Ability to recognize and protect confidential information
- ◆ Ability to use basic computer software including: word processing documents, enter basic data into database, and use spreadsheets to maintain numerical data

Physical

- ◆ Must have finger and manual dexterity, strength and physical stamina adequate to perform essential functions of the position
- ◆ Must have body flexibility including multi-limb coordination
- ◆ Must have adequate depth perception, visual acuity, visual stamina and auditory perception adequate to perform essential functions of the position

- ◆ Must be able to speak and write adequately to perform essential functions of the position
- ◆ Must have adequate environmental tolerance, including ability to tolerate high temperatures and confining workspaces

Mental

- ◆ Ability to understand department rules and regulations, City of Fairway rules and regulations and standard operating procedures, and the ability to help formulate same
- ◆ Must be able to concentrate, memorize and reason logically
- ◆ Ability to respond to emergencies effectively, to changes effectively and to directives effectively

Educational and Miscellaneous

- ◆ Must have a high school diploma or equivalent education
- ◆ Must have previous competitive experience either as a coach and/or swimmer
- ◆ Must be eighteen years of age
- ◆ Must obtain current Lifeguard, CPR, and First Aid Certificates
- ◆ Current WSI certification is desired, but not mandatory