

**CITY OF FAIRWAY
JOB DESCRIPTION**

TITLE: Assistant Swim Coach
FSLA STATUS: Exempt

DEPARTMENT: Parks and Recreation
WORK WEEK: As Required

JOB SUMMARY:

The Assistant Swim Coach is responsible for assisting the Head Swim Coach with the daily operations of the swim team. This position requires significant independent judgment. This position reports to the Head Swim Coach and the Parks and Recreation Director or his/her designee.

DUTIES:

Practice

- ◆ Assists in the planning and organizing of 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
- ◆ Assists in coaching practice groups and swimmers
- ◆ Acts as an authority on pool deck during practices and will maintain a positive, supportive, disciplined environment

Meets

- ◆ Assists the Head Coach in planning 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
- ◆ Attends all meets, supervises and motivates swimmers, assists in determining race strategy, directs warm-up exercises, evaluates swimmers' performances

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
- ◆ 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 enforcing 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

- ◆ Previous competitive swim experience either as a coach and/or swimmer strongly preferred
- ◆ Must be sixteen years of age
- ◆ Must obtain current Lifeguard, CPR, and First Aid Certificates
- ◆ Current WSI certification is desired, but not mandatory