

# Pier Park

## Assistant Head Swim Team Coach

### GENERAL STATEMENT OF DUTIES ≈

The Assistant Head Swim Team Coach is responsible for assisting in the operations of the Swim Team, supervising the Swim Team Coaches, as well as all swim team members.

### SUPERVISION RECEIVED ≈

Work is performed under the supervision of the Head Swim Team Coach, Head Lifeguards, Recreation & Marina Supervisor and Director of Parks and Recreation.

### TYPICAL EXAMPLES OF WORK ≈

An employee in this class may be called upon to do any or all of the following. (These examples do not include all of the tasks, which the employee may be expected to perform.)

- Assist in the supervision of all operations of the Swim Team.
- Supervise all Swim Team Coaches.
- Assist in the scheduling of Parent Meetings and Swim Suit Try-On.
- Assist in the delegation of appropriate duties to other coaches weekly, making sure each coach has equal amounts of duties.
- Keep the Recreation & Marina Supervisor aware of the schedules of the Swim Team Coaches.
- Keep the Recreation & Marina Supervisor aware of schedule changes for the Swim Team Coaches. For example, going over 40 hours a week and why.
- Inform the Recreation & Marina Supervisor of any defective/hazardous equipment that needs to be replaced or any new equipment that needs to be purchased for the Swim Team.
- Assist in choosing parents for the Parent Committee.
- Attend all Swim Team/Parent Committee Meetings.
- Administer First Aid and/or CPR and use the Automated External Defibrillator, if needed.
- Enforce all aquatic facility policies, rules and regulations, and educate patrons about them.
- Inspect the facility on a daily schedule and report any unsafe conditions and/or equipment to the Supervisor.
- Participate in regular in-service training sessions.
- Attend all Staff Meetings, Swim Team Meetings and Swim Meets.
- Complete records and reports.
- Complete additional duties as assigned by Supervisor.

### DESIRABLE QUALIFICATIONS FOR EMPLOYMENT ≈

- Good work ethic; being on time, in uniform, and ready to work.
- Prior Swim Team experience.
- Thorough knowledge of competitive swimming techniques.
- Thorough knowledge and application of Lifeguarding surveillance and rescue techniques.
- Understand all facility characteristics, rules, policies, and procedures.
- Ability to work effectively with the members of the Swim Team, their parents, the public and other employees.
- Ability to understand and follow oral and written instructions.
- Good decision-making skills.

### Current Certification in the following ≈

- American Red Cross Lifeguard Training and First Aid.
- American Red Cross CPR for the Professional Rescuer.
- American Red Cross Automated External Defibrillator.
- American Red Cross Water Safety Instructor.
- All Personnel File Forms must be completed and turned into the Recreation & Marina Supervisor before starting work for the season.
- Pre-employment testing of Lifeguarding, CPR-PR, and Automated External Defibrillator skills and knowledge.

### Hourly Wage:

- \$15.00 per hour