

Pier Park

Head Swim Team Coach

GENERAL STATEMENT OF DUTIES ≈

The Head Swim Team Coach is responsible for supervising the operations of the Swim Team; the Assistant Head Swim Team Coach and other Swim Team Coaches, as well as all Swim Team members.

SUPERVISION RECEIVED ≈

Work is performed under the supervision of the 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.)

- Follow all Lakefront Swim Association Policies and Procedures.
- Assist in the hiring of all Swim Team Coaches.
- Supervise all Swim Team operations (practice schedules, meetings, outings, clothing, line-ups, etc.).
- Make the Recreation & Marina Supervisor aware of all communication between the Team and Parents. For example, mass mailings, emails, fliers, etc.
- Make the Recreation & Marina Supervisor aware of potential problems with LFSA Policies and Procedures.
- Make the Recreation & Marina Supervisor aware of any problems with Coaches and/or Swim Team Members and/or Parents.
- Delegate 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.
- Assist in choosing parents for the Parent Committee.
- 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.
- Recognize and respond effectively in emergencies.
- Prevent injuries by minimizing or eliminating hazardous situations or behaviors.
- 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 daily and report any unsafe conditions and/or equipment to the Supervisor.
- Participate in regular in-service training sessions.
- Attend all Staff Meetings and all 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 Coaching 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:

- Based on experience & qualifications