



LJCC Assistant Swim Coach

JOB DESCRIPTION

DATE REVISED: July 22, 2020 **CLASSIFICATION:** Part Time

REPORTS TO: Aquatics Director & Head swim coach **PAY RATE** TBD

POSITION SUMMARY

Under the direction of the Aquatics Director and the Head Swim Coach, assist with LJCC the swim team. This position is responsible for the efficient organization of practices and swim meets.

RESPONSIBILITIES

1. Coach during practices, meets and other swim team needs and events.
2. Generate workouts including emphasis on all four strokes, starts and turns.
3. Help organize, prepare and attend all swim meets.
4. Assist the Head swim coach with Organizing swim team functions, including social events.
5. Act as a liaison between the LJCC and the parents. Organize and facilitate parent meetings, volunteer trainings and swim team orientations.
6. Ability to communicate effectively, motivate swimmers and lead group.
7. Attend all pertinent meetings and training.
8. Acting as a reference and role model for swim team members.
9. Cultivating and maintaining a positive relationship with parents, swimmers, and the community.
10. Recruit new swimmers and market swim team program.
11. Assist head coach with any other swim team needs.

JOB REQUIREMENTS

QUALIFICATIONS

- Prefer previous coaching experience, at least 1 years
- Ability to coach all ages and levels of swimmers
- Current knowledge of basic USA Swimming, FINA, NCAA & High School swim rules
- Current American Red Cross Lifeguard CPR, AED, First Aid certification and Safety Training for coaches or willing to obtain
- Ability to complete all paperwork, lesson plans etc. necessary for successful course completion
- Ability to appropriately manage class participants and parent/guardian communication
- Knowledge to respond swiftly and effectively in emergency situations
- Knowledge of Hy-tek swim software (Meet Manager, Team manager, etc)
- Good interpersonal skills and ability to relate with peers
- Ability to work as part of a professional team that collaborates effectively with colleagues
- Ability to work independently, as well as a part of a team

REQUIRED SKILLS

[The competencies listed below are representative of the knowledge, skills, and/or abilities required to perform each essential function.]

Professional Competencies

- Ability to manage and monitor participants
- Ability to handle customer service issues
- Ability to communicate effectively with co-workers, patrons, and professional staff
- Ability to complete/delegate required duties on a day to day basis



Physical Demands

- Occasional bending, stooping, lifting
- Several hours on feet/walking around
- Moderate to loud noise

DISCLAMER:

Other duties may be assigned to this position at the discretion of the Aquatics Director. Performance evaluation, based on tasks listed above, will be conducted after the first 90 days of employment and annually thereafter.

By signing this job description, I acknowledge that I possess all qualifications stated and am able to perform all essential functions without special assistance.

Employee Signature

Date