



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION-YMCA OF YOUNGSTOWN, CENTRAL YMCA

Job Title: **Head SwimTeam Coach**

FLSA Status: Non Exempt

Status: Part Time

Reports to: Aquatic Director

Department: Aquatics

Revision Date: July 13, 2017

Position Summary

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Under the direction of the Aquatics Director, the Head Swim Team Coach is responsible for the management of the swim team in accordance with the rules and regulations set forth by the YMCA of the USA, USA Swimming and the YMCA of Youngstown. Serves as a role model for youth with the ability to demonstrate the values of caring, honesty, respect and responsibility, and have a positive and encouraging nature. Creates and maintains a positive, supportive team environment, where all athletes grow and develop into healthy young adults.

Essential Functions

1. Develop, promote, and manage the competitive swimming program in a manner consistent with the established policies, mission, and expectations of the Association, as well as National YMCA standards. Plans and monitors all aspects of training and competition, including swim team practice and meet schedules.
2. Monitors team activities to adhere to all state, local and YMCA health and safety regulations. Follows all YMCA policies, rules, regulations and procedures, including Child Abuse Prevention, emergency, and safety procedures. Completes incident and accident reports as necessary.
3. Instruct swim lessons and stroke development clinics to participants of all ages.
4. Assist Aquatic Director with recruiting, training, supervising, scheduling and evaluating of coaching staff and volunteers for the Neptune Swim Team program.
5. In coordination with the Aquatic Director and Neptune Parent Advisory Board, prepare and manage swim meets delegating appropriate responsibilities to assisting staff and/or parent volunteers.
6. Keep records essential for evaluation and reporting to Neptune Parent Board and/or other committees.
7. In coordination with Aquatic Director, conduct orientation meeting for coaching staff and volunteers, advising them of schedules, responsibilities, and expectations.
8. Maintain a team roster and individual meet achievements for each team member.
9. Enhance the overall program with a combination of written and verbal communication, including working with volunteers by preparing and updating the swim team website information and parent email address list.
10. Keep required certifications current. Seek educational opportunities for continued knowledge and updates.
11. Attend Neptune Parent Advisory Board meetings, keeping member's current and updated on team activities.
12. Attend required organizational swim meetings, including NEO Swim League meeting.
13. Work with the Aquatic Director to maintain appropriate inventory of equipment.
14. Attend all swim team functions and represent the YMCA of Youngstown Neptune Swim Team when coaching the team.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. At least 21 years of age
2. Demonstrated knowledge of the Colorado Timing Systems and Hy-Tek swimming software (Team Manager and Meet Manager)
3. Must Understand the developmental needs of and be able to work effectively with children of various ages (5-19). Creates a safe environment for children.
4. Strong organizational skills, including the ability to handle multiple tasks and prioritize time demands.
5. At least three years of competitive swim coaching experience.
6. Experience supervising staff
7. Strong interpersonal communication skills
8. Be able to communicate effectively orally and in writing
9. Must have a valid driver's license and a clean driving record
10. Must have or obtain the following certifications within 6 months:
 - a. Lifeguarding
 - b. CPR/AED , First Aid, Oxygen Administration
 - c. Coaching Certification: YMCA Principles of Competitive Swimming & Diving and/or USA Swimming Certification

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____