



HUNTERDON COUNTY YMCA JOB DESCRIPTION

**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

JOB TITLE: Level IV Swim Team Coach
REPORTS TO: Competitive Aquatics Director
JOB CATEGORY: Non-Exempt, Part-Time

DEPT: Competitive Aquatics
SALARY GRADE: 8
DATE: 9/10/13

GENERAL FUNCTION:

Under the direction of the Director of Competitive Aquatics, the Level IV Swim Coach will facilitate, develop, promote and reinforce technique standards with designated coaching groups.

At the YMCA we value the following attributes of personal character and ethical behavior and believe they are essential to attaining our mission:

Caring: To love others; to be sensitive to the well-being of others; to help others.

Honesty: To tell the truth; to be worthy of trust; to have integrity.

Respect: To treat others as you would have them treat you; to value the worth of every person, including yourself.

Responsibility: To do what you ought to do: to be accountable for your behavior and your obligations.

As an essential function of this position, the individual must be able to communicate, teach and model these values to members, program participants and the general public.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

1. 4 year college degree and/or equivalent combination of education & experience.
2. Minimum of 4 years of experience in Head/Lead Coach role.
2. Possess ASCA level III certification or obtain within 3 months of hire.
3. Possess specialized/recognized certification or education that relates to the development of youth on the competitive swim team.
4. Minimum of 2 years of experience supervising staff.
5. Excellent interpersonal skills that facilitate positive interactions between youth, parents and coworkers; the ability to deal cordially with a wide variety of personalities both on the phone, email and in person.
6. Demonstrated commitment to mission and purpose of the YMCA.
7. Possess at hire and maintains CPR, AED and First Aid certifications, or obtain within 3 months of hire.

PHYSICAL REQUIREMENTS:

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.

While performing the duties of this job, the employee is regularly required to stand; walk; reach with hands or arms; lift and/or move up to 50 pounds; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

PRINCIPAL JOB SEGMENTS:

1. Develops youth athletes in all aspects of swimming including mental, psychological, and physical development.
2. Prepares and implements practice workouts.
3. Provides positive, encouraging, and specific feedback on a daily basis with regard to stroke technique.
4. Provides direction and supervision to assigned group coaching staff which instill and develop technical standards for groups.
5. Organizes and directs swimmers at YMCA dual and YMCA/USA invitational meets as assigned.
6. Provides pre- and post-race feedback to the swimmers at dual and invitational meets.
7. Reports meet results to Competitive Aquatics Director.
8. Assists Competitive Aquatic Director in preparation of new season by giving feedback on practices, meets and programs.
9. Communicates swim team information to parents in a positive & supportive manner.
10. Assists in training of assigned group coaching staff.
11. Train, motivate and evaluate assigned group coaching staff.
12. Ensure that all staff under the incumbent's supervision understand and comply with all personnel & other policies established by the Board of Trustees and professional staff.
13. Attends meetings, clinics, banquet fundraisers or team social functions as required and needed.
14. Supports and participates in association Initiatives according to association criteria. Partners with other departments or outside agencies as appropriate to ensure success.
15. Builds relationships with members; encourages members to build relationships with other members and join in the YMCA movement.
16. Facilitates and guides the teaching of the values of caring, honesty, respect, and responsibility in our YMCA programs. In addition, models these values personally.
17. Maintains discipline with children during all activities under the guidelines of the Hunterdon County YMCA Child Abuse Prevention Policy and Code of Conduct.
18. Follows all Hunterdon County YMCA policies and procedures.
19. Keeps Competitive Aquatics Director apprised of situations requiring his/her attention.
20. Performs other job-related duties as requested and necessary.

EFFECT ON END RESULTS:

The Swim Team Coach Level IV fills a vital role for the Hunterdon County YMCA. The effectiveness of the incumbent shall be measured by the degree to which the following goals are met:

1. The YMCA will be known as a leader in the community, as a mission-driven, values-driven, ethical organization.
2. Swim Team program is administered in accordance with the policies and practice of the Association.
3. Participant satisfaction as measured by regular swim team program evaluations remains high.
4. The Competitive Aquatics Director is kept apprised of situations requiring his/her attention.

Incumbent Name: _____

Incumbent Signature: _____ Date: _____

My signature on this job description indicates my understanding and agreement with the requirements of this position.