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BURLINGTON AREA YMCA JOB DESCRIPTION

Job Title: Assistant Swim Team Coach
FLSA Status: Non Exempt
Reports to: Program Director

Job Code: (unique to Y)
Job Grade: (unique to Y)
Revision Date: 3/2/2021

POSITION SUMMARY:

The Assistant Swim Team Coach assists the Head Swim Team Coach in the organization, delivery and quality of the YMCA Swim Team. They are responsible for assisting in the coaching and instruction of members of the YMCA Swim Team which is consistent with the YMCA core values and ensuring a quality member experience for all participants and guests.

ESSENTIAL DUTIES:

- Assists Head Coach in coaching, training, and conditioning of the swim team participants.
- Lead structured practices in weekday evenings in the spring, summer, fall and winter seasons.
- Help to record all work-outs and track daily attendance;
- Assist head coach with administrative matters relating to the team, swim meet arrangements and team performance
- Assist in coordinating and executing swim team competitions and meet registrations
- Communicate with Program Director, Head Coach, team members, and parents of all progress and other related topics.
- Is an example for and responsible for the behavior of the team members and use appropriate disciplinary actions as necessary.
- Attend assigned swim team events such as meets, meetings, etc, as needed
- Follow the code of ethics for players, coaches, and officials.

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:

- Current American Red Cross or YMCA Lifeguard certification. *
- Certifications: CPR, AED, Basic First Aid certification or willingness to obtain by American Red Cross, National Safety Council, and American Safety Health Institute programs meet these requirements.) *
- Meets the requirements to be a registered YMCA Swim Team Coach*
- Meets the requirements to be a registered USA Swim Team Coach*
- Competitive swim experience preferred.
- Ability to effectively communicate with members, participants, and staff in a positive manner.
- Must be familiar with and follow all rules set by the NCAA swimming federation and the YMCA and USA rules committee.
- Possess mature judgment and be able to make sound decisions.

*If not already certified must become certified as soon designated by Head Coach/Program Director

PHYSICAL DEMANDS/WORK ENVIRONMENT

Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise activities.

While performing the duties of Head Swim Team Coach, the employee is required to stand, sit, get up and down, walk, talk, and hear; use hands to finger, handle, feel or use objects, keyboards, controls, and to write and read. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must meet physical demands of the position, which include mobility to travel to swim meets, which are out of town and occasionally require staying away from home overnight.

The employee must occasionally be required to be in the pool to assist participants in the instructional process, possibly treading water for an extended period of time.

The employee must occasionally lift up to 50 pounds; and, in an emergency situation, the incumbent must lift and manage the movement of a person in need of assistance, regardless of their weight.

While performing the functions and duties of this job, the employee works indoors in the area of the swimming pool and whirlpool, with air temperatures between 80 and 87 degrees Fahrenheit, in pool water temperatures between 80 and 86 degrees Fahrenheit, and humidity levels between 50-60%.

Exceptions to these temperatures and humidity targets could occur if the air handling system malfunctions.

The Assistant Swim Team Coach for the Summer Swim Team performs coaching duties at outdoor pools, which would involve working in air temperatures and humidity levels much lower and higher than those experienced while working at indoor pools.

The noise level in this work environment is usually moderate; but, at times, can be very loud. Background noise of equipment and people’s voices results in an environment where it is frequently difficult to hear.

Employee Signature

Date

Supervisor Signature

Date