

GLASTONBURY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

TITLE: Assistant Head Swim Team Coach

GENERAL DESCRIPTION OF DUTIES:

Highly responsible and professional work involving working with the Head Swim Coach in the organization, instruction and administration of the youth competitive swimming programs.

SUPERVISION RECEIVED:

Works under the broad supervision of the Head Swim Coach. Work is subject to review for conformance to general policy, procedures and results obtained.

ESSENTIAL DUTIES:

- Assist the Head Coach to coordinate overall practice and meet schedule and communicate to the Assistant Coaches in this regard.
- Assist the Head Coach to train, supervise, schedule and evaluate the assistant coaching staff.
- Coordinates work schedules for the coaches.
- Assist the Head Coach with communication to swimmers and parents via emails, team websites and emails.
- Assist the Head Coach to keep track of swimmer's performance data.
- Assist the Head Coach to conform to policies and procedures of the Town, USA Swimming and the reaction swim leagues..
- Makes recommendations for program improvement and purchase of supplies and equipment.
- Acts as the person-in-charge of general operations in the absence of the Head Coach.

MINIMUM TRAINING & EXPERIENCE: Previous supervisory experience working with youth in a competitive swimming program wither as a Head Coach or a relatively equivalent combination of training and experience. Must be able to teach and coach all levels of competitive swimming. First Aid, CPR and Coaches Safety certifications. (or approve equals as listed in the CT Swimming website – www.ctswim.org click on Coach's News.) USA Swimming Coach certification is required.

QUALIFICATIONS PROFILE:

- Must be able to work a flexible schedule Monday-Sunday and be able to attend weekday/weekend meets throughout the year.
- Considerable ability to establish and maintain effective working relationships with co-workers, volunteers and general public.
- Must possess excellent organizational skills
- Must be able to follow and provide verbal and written instructions in English.
- Must have some computer skills is Microsoft Excel and Word. Knowledge of Hytek swimming software a plus.
- Knowledge of and ability to apply swimming pedagogy. Instruct and motivate children in swimming and promote learning of swimming techniques.

PHYSICAL/MENTAL REQUIREMENTS:

The work requires non-strenuous physical exertion such as periods of standing, walking over rough or hard and wet surfaces; recurring stooping, pulling, climbing or walking; recurring of lifting moderately heavy items weighing less than 10 pounds and may require occasional lifting of objects in excess of 10 pounds. The work may require specific, but common physical characteristics and abilities, such as mobility, dexterity and full range of motion.

Must be able to see objects closely, as typing reports, reviewing printed data; hear normal sounds with some background noise; distinguish voice patterns and communicate through human speech, as in answering telephone.

May be exposed to: high, low fluctuating temperatures; seasonal outdoor weather; humidity and wetness; loud and unpleasant noises.

NOTE: The above description is illustrative of task and responsibilities. It is not meant to be all inclusive of every task and responsibility.