

Washington Park District's

Water Jets Swim Team

Assistant Coach

Job Description

Summary:

The assistant coach of the Washington Water Jets is responsible on assisting with the coordination and implementation of the Washington Park District's youth swim team.

The assistant coach is responsible for performing the essential functions as outlined in this description. The assistant coach will be considered a salaried seasonal employee of the Washington Park District. General work hours will be between 30 and 40 hours per week, however the nature of this position and the time when programs take place will require the individual to work evenings and weekends.

Qualifications:

- Previous coaching experience and a strong knowledge of competitive strokes and training techniques.
- The ability to effectively communicate with the public, staff, and work harmoniously with swim teach members and parents.
- Current CPR, WSI, and First Aid Certification.

Immediate Supervisor

The assistant coach reports directly to the Head Swim Coach.

Essential Functions

- Responsible for assisting the head coach with daily practice sessions.
- Responsible for assisting the head coach in preparing meet entries, distributing meet information to participants and any other responsibilities associated with swim meets.
- Cooperate with the head coach and parent board in hosting swim meets, buying team awards, conducting team social events and assisting the group with a variety of other projects or responsibilities.
- Coordination and communication of swim team activities or problems to the Head Coach or if absent to the Recreation Coordinator.
- Develop and maintain good relationship with participants, parents and staff.
- Prepare and submit any forms necessary including Accident/Incident Reports, time sheets, evaluations in a timely manner.
- Proven organizational skills.

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Psychological Consideration:

The assistant coach must be able to work closely without direct supervision. He or she must be able to work with the general public, including children, adults and staff. The individual should be able to work with other people under stressful situation and be able to recognize and take appropriate action to correct any safety situations that may arise.

Physiological Considerations:

The assistant coach must be able to work and stand for long periods of time in preparation for practices and meets. The person will be required to be able to lift, turn and carry approximately 40 pounds at least 10 feet. This may include, but is not limited to, setting up lane lines and starting blocks.

Environmental Considerations:

May be required to work during various weather conditions, including hot and cold temperatures, as well as rain.

Cognitive Considerations:

Must have the ability to read, write and organize materials. Must be able to understand basic swim meet functions. Must be able to supervise staff and participants and must have safety awareness.