



Job Description

Branch: Richard G. Snyder YMCA

Job Title: Head Swim Team Coach

Reports to: Aquatic Director

Mission: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

FLSA: Non-Exempt	EEO-1: Service Worker	
Business Unit: Aquatics	Location: Richard G. Snyder YMCA	Date: March, 2023

GENERAL FUNCTION

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Under the direction of the Aquatic Director, the **Head Swim Team Coach** is responsible for overseeing all aspects of operating a successful swim team including supervision of all coaching staff and maintaining positive relationships with swim team members, parents, and the community. The head swim team coach is responsible to ensure that the Competitive Swim Program is operated under the principles of the YMCA Mission for ALL individuals. Also, to ensure the smooth implementation and day to day operations of the RGS YMCA Swim Team. They are responsible for coordinating all administrative facets of the RGS YMCA swim team in cooperation with the other coaches, as well as, to act as the primary deck coach for one age group.

DUTIES AND RESPONSIBILITIES

The incumbent must have the competencies, skills, and proven leadership ability to successfully carry out the YMCA's mission, goals, and visions for serving the community. The **Head Swim Team Coach** incumbent will be responsible for the following:

1. Adheres to all branch/department policies and procedures related to safety and code of conduct.
2. Knowledge of the National YMCA Competitive Swim/Dive Program or USA Competitive Swimming Program.
3. Certifications: YMCA Lifeguard v6 or an equivalent: CPR for the Professional Rescuer, AED, or BLS (Basic Life Saving), Basic First Aid certification and Emergency Oxygen, Principles of YMCA Competitive Swimming and Diving. Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
4. At least 21 years of age.
5. Three or more years of swim coaching experience is required.
6. USA Swimming Registered Coach
7. Plan swim meet lineups and provide on-deck coaching at all age group meets
8. Work with coaching staff to ensure continuity in athlete development
9. Perform various administrative duties, including communication with parents via email, phone and team website (TeamUnify)
10. Interact positively with swimmers, parents, co-workers and the general public

11. Adheres to best practices and processes for internal/external communications keeping in line with all branding standards.
12. Assume all other responsibilities as deemed necessary or assigned.

Supports the Mission, Vision and Direction of the YMCA:

Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts change; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.

Builds Community:

Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.

Works Productively:

Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies, and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work-related activities; uses good judgment; uses YMCA resources appropriately and efficiently.

Uses Effective Personal Behaviors/Communicates Effectively:

Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner, embraces differences among people, demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

EDUCATION, EXPERIENCE AND SKILLS

1. Must be at least 21 years or older, energetic, responsible.
2. High school graduate or equivalent preferred and holds current YMCA Lifeguard, BLS, First Aid and Emergency Oxygen or obtain within 6 month of hire date.
3. Must complete the following YMCA and USA coaches' requirements: Athlete Protection Training, Concussion Protocol Training, Safety Training for Swim Coaches Online, and Coach's Advantage Tutorial within 6 months of hire date.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

1. 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.
2. Ability to instruct and observe participants in proper stroke techniques.
3. Ability to lift equipment, and to lift a small to average size child.
4. Standing for prolonged periods of time
5. Driving to and from various swim meets

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.

The incumbent is regularly required to stand and walk for long periods of time, to talk and hear, sit, lift and or move up to 30 pounds, to climb and or balance, stoop, kneel, crouch, crawl, to use hands to finger, handle, or feel objects, tools or controls. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The incumbent is regularly required to work under pressure and or to work rapidly to meet deadlines. More than 90% of time is spent indoors. The noise level is normal to loud within an active YMCA program environment.

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. "F" for frequently; "O" for occasionally; "N" for not at all.

PHYSICAL				MENTAL		ENVIRONMENTAL	
O	Bending	N	Jumping	O	Read	O	Is exposed to excessive noise
O	Climbing	F	Walking	F	Comprehend	O	Is around moving machinery
O	Crawling	O	Pushing	F	Visually see	O	Is exposed to marked changes in temperature and or humidity.
O	Kneeling	O	Pulling	O	Visually act	O	Is exposed to dust, fumes, gases, radiation, microwave
O	Squatting	O	Twisting	O	Visually respond	N	Drives motorized equipment
O	Stooping			O	Communicate in writing	N	Works in confined quarters
O	Sitting	O	Standing	F	Communicate orally	O	Exposure to chemicals
F	Looking	O	Talking	O	Perform calculations	O	Exposure to blood borne pathogens
O	Peering	F	Observing	F	Hear audibly	O	Exposure to body fluids and or tissue
O	Manual dexterity	O	Reach above shoulder	F	Hear audibly and act		CARRY/LIFT
O	Fine finger movements	O	Reach horizontally	F	Hear audibly and respond	O	
	Other:	O	Reach Vertically	F	Reason	O	Moderate - 35-70 lbs.
O	Neck neutral			F	Analyze	N	Heavy - over 70 lbs.
F	Neck non neutral				Other:		Other:

Staff Signature

Date

Supervisor Signature

Date