



COMPETITIVE AQUATICS – HEAD COACH

General Statement of Duties

The COMPETITIVE AQUATICS – HEAD COACH is responsible for all facets of the operation of the River Road Park and Recreation District River Road Swim Team. These facets include, but are not limited to development and implementation of a comprehensive, progressive training program for competitive aquatic athletes, direct supervision of all components of the River Road Swim Team, i.e., JR Otters (novice group), Intermediate & Senior Level swimmers, assistant coach, scheduling of practices, swim meets, and fundraising in compliance with United States Swimming rules and regulations and River Road Park and Recreation District policies and procedures. He/she exercises professional judgment with considerable latitude for independent action in all phases of job responsibilities as identified under Areas of Responsibilities and remains accountable to the Aquatic Director for all competitive aquatics program operations.

Supervision Received

Works under the supervision of the Aquatic Director who reviews work within prescribed standards and policies.

Supervision Exercised

Supervises the Assistant Coach(es), all levels of competitive swimmers, and /or volunteers as programs require or as assigned. May be assigned additional supervisory duties at the discretion of the Aquatic Director.

Areas of Responsibilities

- PROGRAM SUPERVISION: Develops, implements, directs, and oversees a comprehensive progressive training program for competitive aquatic athletes. Instructs athletes in acceptable stroke mechanics, flip turns, competitive starts, and U.S. Swimming rules and regulations.
- PERSONNEL: Trains, supervises, and evaluates the Assistant Coach(es), all levels of competitive swimmers, and/or volunteers. Establishes, implements, follows, and enforces River Road Swim Team policies and procedures. Ensures athlete compliance with the River Road Swim Team Athlete Code of Conduct.
- PLANNING/SCHEDULING: Assists in developing competitive programs and program goals and content. Maintains inventory of pertinent programs and operational forms. Remains abreast of new developments in the field of competitive aquatics. Works with the Aquatic Director in scheduling competitive aquatics practice times, swim meets, special events, clinics, and fundraisers.
- FUNDRAISING: Works with River Road Park and Recreation District aquatics staff and River Road Swim Team Parents/Volunteers in developing, implementing, directing and overseeing fund raising activities and events.
- HEALTH/SAFETY: Monitors the competitive athletes. Alerts the on-duty River Road

Park and Recreation District lifeguard staff and/or other staff at other competitive facilities in the event of an emergency. May be required to assist as trained within the facility procedures in any/all emergency incidents that occur on the River Road Park and Recreation District.

POLICIES/PROCEDURES

Knows, enforces, adheres to, and remains accountable for following U.S. Swimming

OPERATIONS:

rules and regulations and River Road Park and Recreation District policies and procedures.

PUBLIC RELATIONS:

Maintains a polite and courteous rapport with fellow River Road Park and Recreation District staff members and the public.

LIASION:

Serves as a liaison between River Road Swim Team, parents/volunteers and River Road Park and Recreation District in assisting with District special events.

Working Conditions

- Work is performed in an environment that remains 86° Fahrenheit with high humidity.
- Frequent change of position, sitting, standing, walking is required.
- Occasionally required to balance, stoop, kneel, crouch and/or reach.
- May be required to work effectively in highly stressful situations, first aid, C.P.R., active threat(s), etc.

Qualifications

Ability to:

- Plan, organize, coordinate, implement and evaluate competitive swim programs, activities, and staff.
- Plan, organize and direct the work of others to meet overall objectives and goals.
- Act calmly and effectively in emergency situations.
- Establish and maintain a courteous working relationship with fellow employees and subordinates.
- Deal courteously and tactfully with the public; working effectively with people of all ages, ethnic origins, social-economic backgrounds.
- Exercise diplomacy in confronting and/or resolving conflicts and sensitive issues; respects athlete's, parent's, patron's and/or staff's rights to autonomy and confidentiality.
- Organize, prioritize, and carry out responsibilities in a thorough and timely manner.
- Follow written and verbal directions.
- Work independently with, or without, on-site supervision.
- Communicate effectively both verbally and in writing.

Considerable knowledge of:

- U.S. Swimming rules and regulations
- Methods and/or trends involved in developing, implementing and evaluating competitive swimming programs
- Record keeping

Licenses/Certifications:

Possession of, or the ability to obtain, and maintain national certification/registration in: U.S. Swimming, including all current U.S. Swimming requirements; American Red Cross Safety Training for Swim Coaches (or equivalent), and certification in adult and child C.P.R. and First Aid by a nationally recognized certification body; American red Cross Water Safety Instructor certification, or the ability to obtain such within a three (3) month time period or as dictated by the certification body.

Experience/Training:

Any combination of experience and/or training as identified that would likely provide the knowledge and abilities as described qualifies; preferably Bachelor's degree in physical education or a related field and two years progressive responsibility in supervising competitive swim programs; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties as

described.

Limited Benefits

Wages commensurate with experience.

