

Job Description for Swim Coaches

Position: Full-Time and Part-Time Swim Coaches

Job Overview

We are seeking dedicated and passionate Swim Coaches to join our team. The ideal candidates will be responsible for training swimmers of various skill levels, from beginners to advanced competitors. Coaches will promote a positive and motivating environment while ensuring the safety and well-being of all participants. This role requires commitment, punctuality, and a strong work ethic, as well as the ability to adapt coaching styles to meet the diverse needs of swimmers.

Responsibilities

- **Conduct Swim Practices:** Lead daily swim practices five days a week, focusing on skill development, technique improvement, and endurance training. Utilize drills and exercises that cater to different skill levels.
- **Support at Swim Meets:** Attend all swim meets, providing emotional and tactical support to athletes. Prepare swimmers for competition by discussing strategies and setting performance goals.
- **Professionalism:** Arrive on time for all scheduled practices and meets, ensuring a professional atmosphere that reflects the values of the organization.
- **Enforce Policies:** Implement and enforce a no-technology policy on the pool deck to maintain focus and engagement during practices and meets. Educate athletes on the importance of this policy for their development.
- **Effective Communication:** Communicate effectively with athletes, parents, and other coaches.
- **Training Plans Development:** Develop and implement individualized training plans tailored to each swimmer's needs, considering their goals, strengths, and areas for improvement.
- **Monitor Progress:** Regularly assess swimmer progress through time trials, skill assessments, and feedback sessions. Provide constructive feedback to help athletes reach their potential.
- **Team Culture:** Foster a positive team culture that encourages teamwork, sportsmanship, and inclusivity. Organize team-building activities and encourage peer support among athletes.
- **Collaborate with Coaches:** Collaborate with fellow coaches to enhance the overall coaching strategy. Share insights and techniques to create a cohesive coaching approach across the team.

Qualifications

- **Coaching Experience:** Previous coaching experience or a competitive swimming background is preferred. Experience working with youth athletes is a plus.
- **Communication Skills:** Strong communication and interpersonal skills are essential for effectively motivating and inspiring athletes and maintaining open lines of communication with parents.
- **Motivational Skills:** Ability to motivate and inspire athletes, instilling a passion for swimming and a commitment to personal improvement.
- **Certifications:** First Aid and CPR certification is required (or willingness to obtain before the start date).
- **Technical Knowledge:** Knowledge of swim techniques, training methodologies, and competitive strategies is essential to effectively coach swimmers of all levels.

Working Conditions

- **Full-Time Hours:** Coaches are expected to work approx 30-50 hours per week (4 hrs x 5 days; 5 hrs x 2 meets a week) depending on the number of meets in the week. Classic and City weeks will also add to the hours of the week. Evening and weekend availability are mandatory based on meets including mandatory attendance at Classic and City.
- **Part-Time Hours** - Coaches are expected to work approx 15 hours per week (2.5 hrs x 5 days; 5 hours x 1 meet a week), mandatory attendance at Classic and City.
- **Meet Attendance for Full-Time:** Must be available for all swim meets, including Saturdays. Classic and City Meets are Mandatory. Coaches are expected to travel to meets as necessary.
- **Meet Attendance for Part-Time:** Must be available for one swim swim meet a week which may include the Saturday meets. Classic and City Meets are mandatory. Coaches are expected to travel to meets as necessary.
- **Special Event Attendance for Full-Time:** Required to be at New Swimmer Testing Day, Picture Day, and one of the Pasta Parties (alternating with the other full-time coaches to make sure there is enough coverage by the coaches. The End of Year Party is also a mandatory event.
- **Special Event Attendance for Part-Time:** New Swimmer Testing Day, Picture Day, Pasta Parties, and The End of Year Party are all optional.
- **Technology Policy:** Adherence to the no-technology policy on deck is mandatory to promote safety, focus, and engagement during practices.

Employment Contract for Swim Coaches

Contract Agreement

This Employment Contract ("Contract") is made effective as of [Start Date] by and between [Employer Name] ("Employer") and [Employee Name] ("Employee").

Position

The employee will serve as a Swim Coach (Full-Time or Part-Time) for Huntington Estates. The Employee will report directly to the Head Coach and will collaborate with other coaching staff as well as the President.

Employment Terms

1. **Working Hours:** Employee agrees to work five days a week, with specific hours to be determined by the Employer. The employee must be available for all swim meets and may be required to adjust hours based on team needs.
2. **Punctuality:** Employee is expected to arrive on time for all scheduled practices and meets. Tardiness may result in disciplinary action.
3. **Technology Policy:** Employee agrees to enforce a no-technology policy on the pool deck during practices and meets. Any exceptions must be pre-approved by the Head Coach.
4. **Time Off:** Employee must provide a one-week notice for any time off. It is the Employee's responsibility to find a substitute coach for any absences, ensuring that training continuity is maintained.
5. **Compensation:** Employee will receive compensation as agreed upon in a separate document. Compensation will be reviewed annually based on performance and team budget.

Termination

Either party may terminate this Contract with a written notice of two weeks. Grounds for immediate termination include but are not limited to gross misconduct, violation of safety protocols, or failure to adhere to the no-technology policy.

Acknowledgment

By signing below, both parties acknowledge and agree to the terms outlined in this Contract.

Employer Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

This job description and contract outline the expectations and responsibilities for both full-time and part-time swim coaches, ensuring clarity and professionalism within the team. The details provided aim to create a comprehensive understanding of the role, fostering an environment conducive to both personal and athletic growth.