

Oak Brook Park District Job Description

Job Title: Masters Swim Team Coach
Classification: Part Time, Non-Exempt
Department: Aquatics

SUMMARY:

Under the supervision of the Aquatic Programming Supervisor, the Masters Swim Team Coach is responsible for all coaching responsibilities for the Masters Swim Club including supervision of all swimmers during practice times and meets, and to provide good communication to participants. The Masters Swim Team Coach is required to successfully perform all the essential and marginal functions outlined below and all work must be performed in accordance with District policies and procedures.

SUPERVISORY:

The Masters Swim Team Coach directly reports to the Aquatic Programming Supervisor.

ESSENTIAL JOB DUTIES:

- Conduct all swim team practices, stroke clinics and training practices.
- Actively coach swimmers in competitive stroke training to improve stroke technique and improve swimmers competitive swim times.
- Coordinate and attend swim meet opportunities.
- Coordinate and attend all swim team special events and fundraisers.
- Create and post all meet line-ups and information.
- Organize swim meet schedule for each new season.
- Responsible for swimmers' conduct at all swim meets and practices.
- Recruit new swimmers to program.
- Work effectively with coworkers.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, promptly reporting accidents/incidents, and proactively addressing hazards in the workplace.

MARGINAL FUNCTIONS:

- Maintain good communication with all swimmers through newsletters, flyers etc.
- Maintain appropriate records of all swim team members times and records.
- Maintain appropriate records of all swim team meets and results.
- Responsible for following all safety rules and guidelines, and for performing all duties in the safest way possible to prevent injury to themselves, other staff members and the swimmers.
- Complete other duties as assigned by the Aquatic Programming Supervisor.

PSYCHOLOGICAL REQUIREMENTS:

- The Masters Swim Team Coach must be able to follow directions from the supervisor and co-workers.

- The Masters Swim Team Coach must be able to give directions to co-workers.
- The Masters Swim Team Coach must work closely with co-workers.
- The Masters Swim Team Coach must work around the general population.
- The Masters Swim Team Coach must work under supervision and direction from the Aquatic Programming Supervisor.
- The Masters Swim Team Coach is responsible for the safety of team members in the pool and on the pool deck.
- The Masters Swim Team Coach may have to work under stressful situations when first aid or CPR is required.
- The Masters Swim Team Coach has to be able to make decisions to assure safety during swim practice.
- Employee must use good safety awareness and judgment in all aspects of this position.

PHYSICAL REQUIREMENTS:

- The Masters Swim Team Coach works in a climate of 86 degrees Fahrenheit and high humidity.
- The Masters Swim Team Coach has to be able to respond quickly and accurately.

HOURS:

The Masters Swim Team Coach is responsible for performing the essential functions as outlined in this job description. Practices are offered 5 weekdays, scheduled either 6:00 am – 7:00 am or 8:00 pm -9:00 pm depending on availability. A normal work week is approximately 10-12 hours. However, when required it is expected this employee will work additional hours as needed. The Masters Swim Team Coach is required to be on deck coaching at all assigned practice times and scheduled swim meets.

EDUCATION, EXPERIENCE AND TRAINING:

- Minimum of one year coaching experience. Previous head coach experience recommended.
- Overall knowledge of current USA Swimming and Diving Rules, US Masters Rules, as well as, local swim conference rules and regulations.
- Ability to work well with team members.
- Certification in Safety Training for Swim Coaches or equivalent is required.
- CPR/AED and First Aid training preferred. Will provide training if necessary.

The Oak Brook Park District is an Equal Opportunity Employer