



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: Master's Swim Team Coach

POSITION SUMMARY:

The Master's Team Coach trains and prepares the Master's Team. This position requires working morning hours to provide the best coaching environment possible. Coaching during all Master's Swim meets.

ESSENTIAL FUNCTIONS:

- The Master's Team Coach must arrive 10-15 minutes prior to assigned practices and be appropriately dressed.
- Take attendance; while checking with membership staff on paid for participants.
- The Master's Team Coach will also follow all the pool rules and procedures.
- Use pool space and equipment accordingly and put all materials and instructor equipment away after practices.
- Exhibit a pleasant and understanding manner to the participants.
- The Coach will **never** leave the team or an individual swimmer unattended for any reason.
- The Master's Team Coach will fill out accident reports for any injuries and accidents that occur. If one should occur, he/she will make the necessary actions in first aid and will fill out an accident report and contact a supervisor.
- The Master's Team Coach must keep the Director informed of any team, pool problems and or members concerns.
- Organize and run Master's Team swim meets throughout the year.
- Adheres to policies and procedures related to boundaries with youth, managing high-risk activities and supervising youth.
- Completes all required organizational trainings annually.
- Reports suspicious or inappropriate behaviors and policy violations.
- Follows mandated abuse reporting requirements.
- This organization takes every allegation of abuse or misconduct seriously and will fully cooperate with the authorities to investigate all case of alleged abuse or misconduct. Employees and Volunteers shall cooperate with any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization.
- An employee or volunteer's failure to cooperate with an investigation will result in disciplinary action up to and including termination of employment or dismissal from the organization.
- This organization has zero tolerance for abuse and will not tolerate the mistreatment or abuse of consumers in its programs. Any mistreatment or abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service and cooperation with law enforcement.

- Job responsibilities include access to protected health information. The employee may access protected health information (PHI) only to the extent that it is necessary for job requirements. May only share PHI with those who have a need to know specific member/participant/employee information in order to complete job responsibilities related to the individual's participation, payment or company operations. Is expected to complete required HIPAA privacy training and maintain HIPAA compliance at all times.
- The Wahoos-Master's Team Coach has access to protected health information (PHI) of Y program participants. The Wahoos-Master's Team Coach may use and disclose PHI to workforce members for the purpose of treatment, payment and operations only.
- Actively participates in and upholds the YMCA's mission to be open and accessible to everyone, regardless of financial situation or special need. Contributes time to raise funds for this worthy and necessary endeavor by supporting the Y's Annual Giving and Capital Development campaigns.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fundraising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- Master's Team Coach must have thorough knowledge of swimming.
- Must be a good standing member of USA Swimming. Must be certified in First Aid, CPR and Lifeguarding. Preferably have completed YMCA Principles of Swimming and Diving course.
- Must be knowledgeable in proper competitive stroke techniques, to be able to teach this in an active setting and be a team player.

Signature of Employee: _____

Date: _____

Signature of Department Director: _____

Date: _____