



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WALLINGFORD FAMILY YMCA JOB DESCRIPTION

Job Title: ASSISTANT HEAD SWIM TEAM COACH

Status: PART TIME, NON-EXEMPT

Department: AQUATICS

Reports to: HEAD SWIM COACH

Revision Date: 08/03/2021

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Under the supervision of the Head Swim Coach and within the policies established by the Wallingford Family YMCA, the Assistant Head Swim Team Coach will act as the second-in-command coach for the Wallingford Family YMCA Dolphins Swim Team and will oversee related aquatics programs. Responsibilities will include planning, implementing, coordinating with and assisting the Head Coach and Aquatics Director in supervising swim team practices, clinics, meets and other events for the Wallingford Family YMCA Dolphins Swim Team, and for related aquatics programs such as a new Master's Swim Team program. The swim team is sponsored by the Wallingford Family YMCA and participates in the Yankee Cluster Swim League. This program is conducted in accordance with the missions and policies of the Wallingford Family YMCA, the YMCA of the USA, and USA Swimming. Weekend, daytime, and evening hours are required in coordination with the Head Coach and Director.

ESSENTIAL FUNCTIONS:

1. Contribute to and supervise the fulfillment of the YMCA Mission and character development values through the Wallingford Family YMCA Dolphins Swim Team and additional programs.
2. Uphold and exemplify high standards of customer service.
3. Support Head Coach in day-to-day program operation and ensure consistency with evidence-based practices.
4. Assist Head Coach in maintaining a recordkeeping system of the status and progress of each swimmer.
5. In conjunction with the Head Coach and other assistant swim coaches, prepare all meet entries assuring that every child swims in every meet they attend.
6. Contribute to swim team practices and competitive swim clinics each year.
7. Maintain amiable communication and rapport with all swimmers and their parents.
8. Be accountable for coordinating personal practice coverage and potentially assist with coverage for other Aquatics shifts.
9. Provide direct service as a lifeguard and/or swim instructor as needed.
10. Assist in the planning, coordination, and implementation of the daily activities of the swim team.
11. Assist in the evaluation and improvement of the swim team and aquatics programs.
12. Be a part of development and evaluation of the USA Swimming program as part of the Dolphins Swim program.
13. Help to create new approaches to serve the needs of program participants in coordination with the Head Coach and Aquatics Director. Advocate water safety and facilitates peer-to-peer connections as part of the overall program experience.
14. Support the marketing and distribution of program information.
15. Answer questions and explain aquatics programs to the public, including answering emails, voicemails, and in-person inquiries.
16. Gather information and prepare reports as directed.
17. Participate in and/or volunteer for at least one Community Support Campaign event per year.
18. Assist with testing and managing pools in accordance with Wallingford Family YMCA policies and guidelines, including, but not limited to, chemical levels and emergency situations.
19. Keep current with swim coaching techniques and issues.
20. Keep all certifications current.
21. All other duties as assigned.

QUALIFICATIONS:

1. A minimum of Lifeguarding (YMCA or ARC) and CPR/AED/AEO is required.
2. Coaching certifications from YMCA of the USA and USA Swimming required. Certification from ASCA is preferred.
3. Two to four years competitive coaching experience is required.
4. Demonstrated knowledge and ability to communicate recognized principles and practices of coaching young swimmers.
5. Additional certifications preferred: WSI and/or Y Swim Instructor, Lifeguard Instructor, and Pool Operator.
6. Additional training must be completed as required by the State and/or Federal Government.
7. Sexual harassment training must be obtained upon hire.
8. Bachelor’s Degree in Sport Science, Coaching, Recreation or a related field preferred
9. Great communication skills are a must as well as leadership and public relations skills.
10. Must be 18 years or older.
11. Must exhibit the core values of caring, honesty, respect, and responsibility in all aspects of work with the YMCA.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Must be able to lift 50 lbs.
- Must be able to stand and walk for long periods of time.
- Must be able to work for extended periods of time in an aquatics environment.

SIGNATURE:

I have reviewed and understand this job description.

Employee name

Employee signature

Date

Safety is the responsibility of every employee of the YMCA. Each employee is charged with adhering to the YMCA’s Risk & Safety Management program as directed by the management.

The Wallingford Family YMCA is an Equal Opportunity Employer. All new hires go through a 90 day introductory period, during which time an employee can be terminated if they are not adapting to the department policies. The introductory period begins with the employee’s department orientation.