



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Swim Team Coach

FLSA Status: Hourly

Reports to: Association Aquatics Director

Revision Date:04/01/2021

POSITION SUMMARY:

Under the Association Aquatics Director, the Head Swim Team Coach will develop, organize and implement high quality programs that fulfill the mission of the YMCA.

The YMCA of Greater Kalamazoo is seeking a Head Coach for the Swim Team to oversee all aspects of our competitive swim program, with direct coaching responsibilities. It is expected that the Head Coach will foster positive relationships, mentor as appropriate, and communicate well with their YMCA staff, coaches, swim team members, swim team parents, and other partner organizations.

ESSENTIAL FUNCTIONS:

Responsibilities include, but not limited to:

- Serve as the Head Coach for the team's competitive program, providing leadership and guidance to the team's coaches, volunteers, and swimmers.
- Manage day-to-day operating issues, including (but not limited to):
 - Develop the team's training group structure and team policies.
 - Recruiting of novice swimmers and swimmer retention
 - Plan Team Practice Schedule and Meet Schedule, including team and coaches travel, meet entries, and other meet administrative duties
 - Plan and lead all-member parent meetings
 - Manage and delegate administrative duties
 - Follow all YMCA of Greater Kalamazoo Code of Conduct Rules and any Policies and Procedures established by the YMCA.
 - Assist with all hiring and personnel actions of coaching staff.
 - Assist in preparation of an annual operating budget with the Association Aquatics Director.
 - Actively represent and promote the YMCA in the local community.
 - Act as a role model for swimmers
 - Strategic Planning for the Swim Team in conjunction with the Association Aquatics Director.

Other Requirements;

- Required to travel periodically to "away" meets.

- Regularly required to walk, stand for long periods on the pool deck.
- Required to maintain USA Swimming coach certification, including first aid and life-saving requirements.

QUALIFICATIONS:

- Significant experience in Swim Coaching in leadership positions, as well as a history of success coaching swimmers in a wide range of athletic ability
- Current USA Swimming Coaching Certification
- Current Lifeguard Certification
- Computer skills, including web-based tools and Microsoft Office
- Experience in setting up, managing, directing, and running swim meets.
- Must pass USA Swimming and YMCA background check.
- Experience in the development, implementation, and execution of a comprehensive competitive swim program.
- Excellent written and verbal communications, as well as administrative skills and demonstrated ability in fostering teamwork.
- Interpersonal and communications skills to deal effectively with all levels of YMCA employees, YMCA members, athletes, parents, and outside personnel.
- Proactive and up-to-date on latest coaching techniques.
- Vision for appropriate balance of distance, sprint, technique and strength/conditioning work throughout the entire program.
- Ability to develop and implement a cohesive vision and coaching philosophy throughout the program, building swimmers from novice through senior levels.
- Understand the mission of the YMCA and the YMCA Core Values of Caring, Honesty, Respect and Responsibility
- Must be involved not only in the top age group, but ensuring consistency throughout the entire program with progressive age-group development.
- Must have positive manner
- Encouraging athletes to strive for their personal best
- Approachable for athletes
- Inspirational leader
- Even-handed and fair treatment of all athletes, regardless of ability or seniority level

YMCA COMPETENCIES

Mission Advancement: The incumbent shall have performed his/her duties satisfactorily when his/her staff are working at an overall good level of performance, facility care is evident, program quality and variety is in place, finances are on track, committees are meeting on time and overall image and perception of the work area is good and well-liked which will relate to increased members and retention. Models and teaches the Y's values; ensures a high level of service with a commitment to improving lives; recruits and trains and recognizes volunteers; cultivates relationships to support fundraising.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others. Champions inclusion and builds relationships to support small communities; empathetically listens and communicates for understanding; tailors communications to the appropriate audiences; provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement. Provides others with frameworks for making decisions; conducts prototypes to support new programs; develops plans and manages best practices through engagement of the team; effectively creates and manages budgets; holds staff accountable for high quality member experience.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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. Shares new insights; facilitates change and models adaptability; utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance.