

## **ASSISTANT COACH – SYNCHRONIZED SWIMMING**

**DEFINITION AND PURPOSE:** Under the general direction of the Head Coach – Synchronized Swimming, the Assistant Coach for synchronized swimming acts as the aquatics staff member charged with aiding the Head Coach in meeting the goals of the competitive synchronized swim team (Auburn Mermaids).

### **ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Conduct daily synchronized swim practices at times established by the Head Coach
- Prepares swimmers for dual meets and championships through practice, guidance and instruction
- Prevents accidents through supervising the enforcement of policies, rules, regulations and ordinances governing the operation and conduct of persons at the swimming facility
- Ensure that all swimmers are registered through the Auburn Recreation District
- Is aware of and follows VFCAL rules and guidelines
- Enforces and follows Auburn Recreation District policies and guidelines
- Responds quickly to all safety related issues
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Notifies proper authorities and supervision in cases of emergency; complete and submit appropriate reports
- Discourages inappropriate behavior

### **NON ESSENTIAL JOB FUNCTIONS:**

- Keep Aquatics Coordinator and/or head coach aware of maintenance conditions and supply needs
- Other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Strong organizational skills; ability to multi-task; maintain records; communicate effectively orally; and public speaking skills. Analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public.

### **EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES**

Previous experience as a head or assistant synchronized swim coach is strongly desired.

### **LICENSES AND CERTIFICATES**

Lifeguard, WSI, CPR and 1<sup>st</sup> Aid certification is strongly desired.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

### **WORK ENVIRONMENT**

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The need to climb stairs and lift and carry equipment and supplies weighing up to 30 pounds are sometimes required. The position requires working in an outdoor environment in all weather conditions including wet, hot and cold and be exposed to heavy dust, pollen and pool chemicals. The position requires several hours of work on swimming pool decks, in all weather conditions and in direct sunlight. The noise level of the outdoor setting can be loud especially when working around children and amplified sound systems. Position requires travel to pools and aquatic facilities in neighboring areas, generally within 50 miles of District boundaries.

Position requires both day and evening hours, including weekend shifts.

*Assistant Coach – Synchronized Swimming – Job Description*  
*REVISED January, 2019*

**COMPENSATION:** Part-time, seasonal non-union position.

Wage rate range

\$12.00 - \$16.08

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**