

## **HEAD COACH – COMPETITIVE SWIMMING**

**DEFINITION AND PURPOSE:** Under the general direction of the Recreation Services Manager, the Head Coach for competitive swimming acts as the aquatics staff member in charge of the competitive swim team (Auburn Robalos). The Head Coach will work with the Recreation Services Manager, Aquatics Coordinator and the league rep to establish practice times and extra curricular activities. The Head Coach will work with the Robalos Parent group to establish team activities and coordinate fund raising.

### **ESSENTIAL JOB FUNCTIONS**

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

- Conducts daily swim practices at times established by the Recreation Services Manager and the Aquatics Coordinator
- 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
- Conduct daily practices at times established by the Recreation Services Manager and the Aquatics Coordinator
- Prepares work schedules for assistant coaches
- Is aware of and follows league rules and guidelines
- Responds quickly to safety related issues
- Enforces and follows Auburn Recreation District policies and guidelines
- Work with the parent's club regarding committee formations and volunteer help for each committee
- 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
- Act as liaison between user group and the Recreation Services Manager
- Discourages inappropriate behavior
- Keep Aquatics Coordinator aware of maintenance conditions and supply needs
- Prepares and submits swimmer line ups to the computer operator prior to each meet

### **NON-ESSENTIAL JOB FUNCTIONS**

- Assists the Recreation Services Manager in hiring assistant coaches
- Other duties as assigned

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

Strong organizational skills; ability to multi-task; budget management as pertaining to assignment of assistant coaches; maintain records; communicate effectively both orally and in writing; 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**

High school diploma or equivalent.

Minimum one year experience as a head or assistant swim coach.

### **LICENSES AND CERTIFICATES**

Lifeguard, WSI, CPR and First 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.

*Head Coach - Competitive Swimming - Job Description  
REVISED January, 2022*

## **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.

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

Wage rate range

\$18.40 - \$24.00

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