



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Swim Team Assistant Coach**

Status: P/T Hourly, Non-Exempt

Reports to: Aquatics Director

Department: Aquatics

Revision Date: 07/01/2024

POSITION SUMMARY:

This position supports the work of the Sidney-Shelby County YMCA, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Swim Team Assistant Coach must be committed to the YMCA mission, vision, and goals as the basis of carrying out the duties of this position. The Sidney-Shelby County YMCA competes in the Southwest Ohio YMCA Swim League and the Assistant Coach must comply with the rules and regulations of the league. The qualified candidate must possess exceptional leadership, administrative, organizational, supervisory and coaching experience, knowledge and skills. As a member of the YMCA staff, this individual must be able to develop strong relationships with other full-time and part-time staff, volunteers, program parents, and youth athletes.

ESSENTIAL FUNCTIONS:

1. Functions as a member of the YMCA staff team and as such is knowledgeable of and abides by and is able to communicate all YMCA policies and procedures
2. Assists the swim team program as well as all short-term and long-term goals
3. Model, teach, and demonstrate the YMCA Core Values of caring, honesty, respect, responsibility, and faith.
4. Prepare, organize, and complete all necessary swim team program entries and data into the applicable swim team computer program on time and in advance of each swim meet.
5. Works with Aquatics Director, Head Coach, SWIMPAC President and other swim team coaches to ensure any/all sponsors are secured, fundraisers are organized, and swim team apparel has been ordered.
6. Works to enhance, promote, and grow the YMCA Stingray Swim Team throughout the community
7. Attends each monthly SWIMPAC meeting and shares in leadership responsibility of organization of meetings, meets, fundraising activities and swim team events such as end of the year banquet etc.
8. Creates a culture of safety and works to prevent and minimize injuries by eliminating hazardous situations or dangers both at the YMCA and off site, and be capable of handling and emergency if one should arise.
9. Arrive in advance of all practices and meets to ensure that all activities are able to start and finish on time, perform assigned duties at such events and provide the necessary support and guidance to return the facility and any equipment to its original state prior to the event.
10. Ensure compliance with Lindsey's Law and OSHA concussion protocol.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

YMCA JOB DESCRIPTION FOR SWIM TEAM HEAD COACH

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. Takes initiative to assist in developing others.

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:

- Certifications must be current and comply with coach certifications; these include, but are not limited to: Safety Training for Swim Coaches, Professional Rescuer CPR, First Aid, Principles of YMCA Competitive Swimming and Diving
- Must be able to demonstrate coaches' safety skills in accordance with Red Cross standards
- Must meet all USA Swim Association head coach requirements
- Must be 18 years of age or older

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient physical strength and agility to carry out essential duties.