

## POSITION DESCRIPTION

Class Title: **Assistant Swim Team Coach**

Job Code Number:

Department: Parks and Recreation

Worker's Comp Group No. 054

Date: April 7, 2005

### **GENERAL PURPOSE**

Lead and work with the Swim Team Head Coach and members during practices and swim meets and perform other duties as assigned for 3 programs a year (Winter/Spring, Summer, Fall). Assist with special programs for swim team such as but not limited to stroke clinics, swim banquet, team events.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Aquatics Coordinator/Head Swim Team Coach/Program Development and the general supervision of the Director of Parks and Recreation.

### **SUPERVISION EXERCISED**

Supervises swim team assistants and swim team members.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Know and teach swim strokes according to USA Swimming rules and regulations.
2. Know USA Swimming and Blue Ridge Swim League rules and ensure that all members are swimming according to league rules.
3. Assist Aquatic Coordinator/Head Swim Coach/Program Development with organization of swim practices and meets.
4. Supervise and assist with pool set up and clean up for practices and meets.
5. Uses Meet Manager Program and Team Manager Program for swim meet line-ups and reports.
6. Supervises swimmers and organizes practice when Head Coach is not present.
7. Administers lifesaving and emergency techniques covered by CPR Lifeguard certification.

### **PERIPHERAL DUTIES**

Performs related work as required.

### **DESIRED MINIMUM QUALIFICATIONS**

#### ***Education and Experience:***

1. High School Diploma or equivalent.
2. Familiar with Blue Ridge Swim League and swim strokes.
3. Familiar with USA Swimming strokes, rules, and regulations.

***Necessary Knowledge, Skills, and Abilities:***

1. Ability to deal effectively with the public in a pleasing manner and display a great amount of tact and diplomacy; ability to establish and maintain effective working relationships with employees, supervisors and the general public.

**SPECIAL REQUIREMENTS**

Lifeguard Certification; WSI Certification, ARC Safety for Swim Coaches, USA Background Check, Concussion Training, USA Level 1 Certification or will obtain certification soon after hiring.

Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to six months of employment, any fees paid by the Town will be reimbursed to the Town.

**TOOLS AND EQUIPMENT USED**

Computer, calculator, copy machine, portable radio, automobile, telephone, stop watches / timers or any other assigned equipment.

**PHYSICAL DEMANDS**

The physical demand 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.

While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee is occasionally required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

The employee may occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distant vision, peripheral vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions being exposed to wet, humid conditions and intense sun exposure as well as toxic or caustic chemicals such as chlorine, Muriatic acid, hydrochloric acid, soda ash and testing reagents.

The noise level in the work environment is moderate while in the office and loud/hot in the pool and surrounding area as determined by the number of participants.

**SELECTION GUIDELINES**

Formal applications, rating of education and experience; oral interview and reference checks; criminal background investigation; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Town Manager

Effective Date: 4/7/05 Revision History: September 17, 2013  
December 19, 2017