



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

WEST END YMCA JOB DESCRIPTION

Job Title: **Masters Swim Coach, Scheu Family YMCA**

Job Code: XXXX

FLSA Status: Non-Exempt

Job Grade: XX

Reports to: Aquatics Coordinator

Revision Date: 10/06/2020

Leadership Level: Leader

Primary Function/Department: Aquatics

POSITION SUMMARY:

The Masters Swim Coach is responsible for helping coach and manage the YMCA Masters swim team. Responsibilities include various age-group coaching duties with an emphasis on safety, proper skill development, team member development, seasonal planning, daily workouts, and goal setting. The Masters Swim Coach reports to the Aquatics Coordinator. They are expected to present themselves in an exemplary manner while maintaining an upbeat, optimistic and passionate attitude about the YMCA during their shifts.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Inform the Aquatics Coordinator of any suggestions and comments that may need review for the Masters Swim Program.
2. Carries out all expectations, policies, and procedures throughout shift that others can model.
3. Respond to swimmer accidents and emergencies and administer first aid and CPR as necessary.
4. Have prepared workouts planned accordingly.
5. Conduct swim team workouts and provide instruction to swim team members; enhance the swimming skills and development of all team members.
6. Create and support all team-related activities.
7. Perform various clerical duties in support of the swim team such as responding to swimmers' questions and memos, creating workouts, taking attendance and assisting with meet entries as needed.
8. Operate a variety of pool, office, and coaching equipment including a copier, computer and assigned software.
9. Creates a safe and positive atmosphere that welcomes and respects all individuals and promotes safety in accordance with YMCA policies and procedures.
10. Knows and reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies, procedures; completes related reports as required
11. Knows, understands, and consistently applies safety rules, policies, and guidelines for the pool and aquatic area
12. Performs equipment checks and ensures appropriate equipment is available as needed- report damaged equipment



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13. Convey information on aquatic programs and schedules, and as appropriate refers members to other YMCA programs

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Developing Self & Others
- Engaging Community
- Relationships
- Inclusion
- Innovation
- Quality Results

QUALIFICATIONS:

- Highschool Diploma or equivalent.
- Minimum of Level 2 USMS Masters coach certification (or will obtain within six months of hire)
- Safety training for coaches
- Ability to motivate adult athletes in a positive manner
- Lifeguarding Certification (YMCA of the USA, ARC)
- CPR/AED/First Aid Certifications: Basic Life Support &/or Professional Rescuer (ASHI, AHA, ARC)
- At least 1 year of working with, coaching, teaching or monitoring adults at the age-group swimming level
- Ability to maintain certification-level physical and mental readiness.
- Ability to instruct and observe participants in proper techniques.
- Ability to confidently lead while being enthusiastic and encouraging.
- Ability to motivate adult athletes in a positive manner
- Demonstrated proficiency in teaching stroke development, stroke correction, and proper technique
- Demonstrates ability to prevent, recognize and respond to swimmers in need of assistance and maintain a duty to act in an emergency.
- Ability to make clear recommendations and decisions
- Ability to model exemplary behavior.

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.

- Indoor pool work environment.
- Regular exposure to fumes, odors, and humidity and heat.
- Dexterity of hands and fingers to operate pool and instructional equipment.
- Visual, hearing and speaking skills to coach and communicate effectively with swimmers, parents and coaches.
- Sitting and/or standing for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects as assigned

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: