

JOB DESCRIPTION

POSITION: Head USA/Age Group Coach & Assistant Pool Manager

REPORTS TO: Recreation Director Mike Kolean and Pool Manager Lynn DeMarse

LENGTH OF EMPLOYMENT: Full season – hours vary by season

WAGE LEVEL: Starting salary is the same as BA-1 on the 2014-15 teaching schedule

INSURANCE BENEFIT: Full Family

GENERAL SUMMARY

Head Coach – In coordination with the head Varsity coach and under the direction of the Recreation Director, this position will organize and execute training for both summer and winter seasons for both West Michigan Swimmers and Zeeland Age Group Swimming.

Pool Management - Under the direction of the Recreation Director and the supervision of the Pool Manager, the Assistant Pool Manager will coordinate and supervise all community and scholastic aquatic programming for Zeeland Aquatics.

REQUIREMENTS/QUALIFICATIONS

Possess a four-year degree from a college or university in recreation or a closely related field, or possess an equivalent combination of education and experience in both USA coaching and aquatic management.

Possess the following certifications:

Coaching –

- USA certification
- ASCA Level 3 or higher

Possess experience in a head-coaching role in a USA recognized club

Possess the ability to effectively communicate with and manage assistant coaches

Possess knowledge in the development and growth of a highly competitive club, both at the developmental and elite levels

Possess the ability to effectively fundraise and manage financial issues related to club swimming

Pool Management –
(American Red Cross or equivalent)

- Lifeguarding
- Water Safety Instructor
- Lifeguard Instructor
- Water Safety Instructor Trainer and Certified Pool Operator is a plus.

Possess the ability to develop, coordinate and direct various aquatic activities.

Possess the ability to establish and maintain effective working relationships with the Recreation Staff, Aquatic Staff, Interscholastic Coaches, teachers and principals, program participants, parents, volunteers and the general public.

Possess knowledge that is specific to all phases of pool management and aquatic program development, including state and local health and safety standards.

Both positions -

Possess the ability to utilize computer software and technology within the pool area.

DUTIES/RESPONSIBILITIES

Applicants must be able to effectively balance his or her roles as both a head coach and a pool manager. This will require effective communication with the head pool manager, as well as assistant coaches, instructors, lifeguards, and parents.

Head Coach

Collaborate with varsity programming in order to grow the success of Zeeland Swimming

- Schedule and develop training plans for all abilities
- Effectively communicate with assistants, athletes, parents, and governing bodies
- Work to continually grow WMS's recognition based on USA Swimming's recognition and club excellence programs

Collaborate with the Pool Manager on responsibilities regarding management of ZPS Aquatic Facilities. (Cityside Pool and Zeeland Natatorium):

- Maximize the use of all pools by developing and coordinating new and existing aquatic programming.
- Coordinate the aquatic staff in the development and implementation of aquatic programs.

- Develop, plan and direct in-service training for the aquatic staff (lifeguards, instructors, coaches) as needed in the areas of Lifeguarding, Water Safety and pool policy and procedure.
- Maintain records, certifications and staff evaluations per Zeeland Public Schools, County and State Health Department guidelines.
- Oversee the proper maintenance of the pool area and all equipment and recommend new equipment and supplies when needed.
- Promote aquatic programming and provide information regarding aquatic programming to school officials, other recreation officials, community service groups and the general public, through brochures, calendars, posters and news releases.
- Communicate effectively with the recreation department, athletic department, building principals, administrative assistants, transportation and custodians, as well as the general public regarding aquatic programs and schedules.

PHYSICAL DEMANDS / WORK ENVIRONMENT:

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. The work environment characteristics described here are 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 is regularly required to sit and talk and hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and distance vision. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, have direct responsibility for the safety, well-being or work output of other people, and meet demands from several people.

The information in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently hold this position and additional duties may be assigned.