

City of Claremont, New Hampshire

Position Description

Position Titled:	Head Swim Coach, Claremont Tiger Sharks	Union/Merit:	Merit
Reports to:	Parks & Recreation Director	Grade Level-Points:	2 (part time)
Department:	Parks & Recreation	Revised/Updated:	9/27/2010
FLSA Status:	Non-Exempt		

Job Summary

The incumbent must have prior experience coaching youth swim teams preferably as a head coach, possess strong organizational and administrative skills, exhibit superb oral and written communication skills, and demonstrate the ability to work with children, parents and other staff in a positive and customer service oriented manner. Must be able to motivate all levels of swimming ability in addition to teaching basic and advanced stroke technique. Solid computer skills including HY-TEK Team and Meet manager are preferred.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Manage daily swim team operations and administration.
2. Develop age-appropriate swim programs for all swimmers including goal setting and evaluations. Inspire and challenge each swimmer to achieve their goals and develop positive self-esteem.
3. Emphasize to all swimmers the importance of proper technique, teamwork, sportsmanship, learning and fun.
4. Assign duties and supervise on deck coaching for all age group levels.
5. Develop and implement practice schedules tailored to the season and meet schedule.
6. Attend league meetings; develop meet schedules, meet entries, and coaching assignments.
7. Communicate with families and the City of Claremont Parks and Recreation including parent meetings, newsletters, website updates, and coach's report and board meetings.
8. Recruit and retain swimmers.
9. Maintain certifications and strive to attain the next level of coaching certifications.
10. Set future directions for the team in cooperation with the board. Prepare appropriate plan for winter and summer seasons.
11. Oversees aquatic programming to include: Goodwin-Bailey Indoor Pool and the John McLane-Clark Outdoor Pool facility.

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 use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

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Peripheral Duties

Analyze and recommend improvements to equipment and facilities, as needed.

Desired Minimum Qualifications

Education and Experience:

The incumbent should have current USA Swimming Coaching Card and pass and maintain the USA Swimming Coaches background check through their third party provider, maintain current CPR, Safety for Swim Coaches, and/or Lifeguard Training and First Aid Certificates for the entire season.

Must maintain any required approvals and designations as required.

Necessary Knowledge, Skills and Abilities:

Ability to:

- Handle situations in which others may be angry or argumentative.
- Establish and maintain effective working relationships with others.
- Make accurate arithmetic calculations.
- Maintain effective working relationships with department heads, employees, and the public and to deal with service problems courteously and tactfully.
- Plan and manage work activities.
- Lead and instruct others in activities.
- Schedule and coordinate simultaneous activities and events for the community.
- Work and direct people of all ages individually and in groups.
- Demonstrated ability to communicate both orally and in writing.

Skill in:

- Supervising, directing, counseling, training and planning effective utilization of the physical facilities and staff of an aquatic program.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

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Supervision Received

Works under the general supervision of the Director and Assistant Director of Parks & Recreation. Most duties are performed independently and the incumbent uses a moderate amount of independent judgment in scheduling activities and working with instructors, etc. Work is reviewed through observation, staff meetings and reports of department activities.

Supervision Exercised

None

Responsibility for Public Contact

Contact requiring courtesy, discretion, and sound judgment. The incumbent has a wide range of personal contacts including the public, community center staff, volunteer workers, city departments and some city management officials.

Licensing & Certification

Must be currently certified as a Lifeguard, Lifeguard Instructor, Water Safety Instructor, First Aid and Personal Safety and in CPR for the Professional Rescuer.

Must maintain any required approvals and designations as required.

Must maintain a valid motor vehicle operator's license.

Tools & Equipment Used

Working knowledge of pool area and basic knowledge of its equipment.

Typical Work Surface(s): Both tile & cement floors.

Typical Controls & Equipment:

Typical Work Environment: Inside: 50% Outside: 50%

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Summary of Occupational Exposures: Incumbent works primarily in and around pool facilities where there is always the presence of dampness and pool chemical odor. Evenings, weekends and late night hours are required. In performing the instruction, the incumbent is called upon to exert a great deal of related physical effort. Working conditions could involve performance under varying weather conditions. May be exposed to cleaning fluids, copier toner, various pool chemicals, etc.

The incumbent's working conditions are typically quiet to moderately loud depending on the activities involved.

Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Frequently required
<u>LIFT 26 to 50 lbs.:</u>	Frequently required
<u>LIFT over 50 lbs.:</u>	Occasionally required
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<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Rarely required
<u>CARRY 26 to 50 lbs.:</u>	Rarely required
<u>CARRY over 50 lbs.:</u>	Rarely required
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<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required

Other Physical Considerations

<u>Twisting:</u>	Frequently required
<u>Bending:</u>	Frequently required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required
<u>Fingering:</u>	Rarely required

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During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and information.
- Sight: Necessary for performing job effectively and correctly.
- Tasting & Smelling: Not required for the performance of the functions of this **position**.

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