



**CITY OF CRETE
SWIM TEAM ASSISTANT
COACH**

Job Status: Hourly, Seasonal

Reports to: Head Coach and Parks and Recreation Director

**Supervisory
Responsibilities:** None

I. GENERAL FUNCTIONS

City of Crete is a well-established team with approximately 80 swimmers and a strong connection to the families in Crete and surrounding neighborhoods. The team fosters a competitive environment which encourages families to commit to the season competitively while fostering a fun summer experience. Must be energetic, experienced, reliable and willing to assist head coach and parks and recreation staff. Reports to the Head Coach and Parks and Recreation Director.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

1. Assist head coach in planning and leading daily swim practices, running preseason testing, communicating with swim team participants and parents, and developing individual swimmers in a competitive league.
2. Assist head coach in analyzing swim techniques and determining skill levels.
3. Using a range of activities to improve water confidence.
4. Assist head coach in analysis of swim techniques. Setting training goals and objectives for teams as well as individual swimmers.
5. Teaching various swimming techniques to include: strokes, flips, kicks, body rolls, floating, and breath control.
6. Attend all applicable meetings with the swim league and other team coaches.
7. Represent the City of Crete in a positive manner with all interactions with other swim teams, families, and communities.
8. Season runs from late May through early July. Weeknight practices 7:00 – 9:00 pm. Alternate practice times TBD. Swim meets are held on Saturdays, approximately 8:00 am – 3 :00 pm. Travel is required to neighboring communities for away swim meets.
9. Ensuring the pool or training area is clean, well-maintained, and free of hazards.

10. Properly store equipment and ensure the general cleanliness of the pool areas that were used after practices and/or home swim meets.
11. Be an active participant in all working responsibilities.
12. Work cooperatively and communicate effectively with city personnel, swimming pool staff, team members and their families.
13. Answer questions and explain the pools policies and procedures to patrons.
14. Assist in general pool supervision (not as a lifeguard).
15. Other duties as assigned.

III. KNOWLEDGE, SKILLS, ABILITIES

1. Ability to work effectively with people of all ages and backgrounds.
2. Ability to interact with the public in a professional and courteous manner.
3. Ability to teach, communicate, and motivate youth athletes.
4. General knowledgeable of the pools programs, hours of operation, admission fees, and rules and policies.

IV. DESIRABLE TRAINING & EXPERIENCE

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to applicants documenting successful experience in similar positions or with customer service experience.

V. MINIMUM QUALIFICATIONS

1. Possess or obtain CPR & Basic First Aid certification
2. Proficient in English.
3. Must be at least 16 years of age.
4. High school graduate preferred.
5. Must have a valid driver's license and pass drug and background tests.
6. Should be empathetic, patient and understand that swimmers have varying abilities.
7. Strong organization and management skills.
8. Strong communication and interpersonal skills.
9. Willingness to complete safety training for swim coaches.

VI. WORKING CONDITIONS & PHYSICAL EFFORT

Light (Involves frequent lifting of more than 10 to 25 pounds. Work performed requires a good deal of walking or standing, and may include some sedentary work and working conditions that include moderate noise levels related to the use of office equipment or machinery. May involve exposure to varying outside temperatures.) to medium work classification (Involves frequent lifting 25 to 50 pounds at a time. A full range of medium work requires standing, walking, stooping, climbing, bending, etc. Working conditions may include exposure to extreme temperatures (> 100 F and/

or < 50 F) and moderate to loud noises related the operation of equipment or machinery.) for the majority of duties and responsibilities.

VII. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment.

Employee Signature

Date

Supervisor Signature

Date