



## YMCA SOUTHCOAST JOB DESCRIPTION

**Job Title:** Swim Coach  
**FLSA Status:** Non-Exempt

**Job Family:** Aquatics  
**Job Code:** QN 305  
**Revised:** Sept. 2012

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### **Position Summary:**

Provides leadership in the preparation, planning, and operation of swimming team practices and competitive meets.

### **Essential Functions:**

- Prepares schedules and achievement guidelines for practices.
- Set and evaluate swim team members individual goals; provide individual and team feedback for improvement and recognition.
- Encourages member and parent support and involvement; identifies potential volunteers.
- Communicates information on swim team meets; provides information on location, transportation, and other areas of logistics.
- Maintains records of achievements, progress reports, skill development.
- Maintain current knowledge of emergency procedures; report incident and accident events in complete and timely manner.
- Represents the YMCA at meets, various community events, meetings.
- Other duties as assigned.

### **YMCA Competencies:**

***Mission and Community Oriented:*** Accepts and demonstrates YMCA values. Works effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrates a desire to serve others and community needs. Recruits volunteers and builds effective supporting working relationships with them.

***People Oriented:*** Seeks first to understand the other person's point of view; remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative in developing others.

***Results Oriented:*** Strives to meet or exceed goals and deliver a high value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments and transfers learning from one situation to another. Establishes goals, clarifies work, and participates in meetings.

***Personal Development Oriented:*** Accurately assess personal feelings, strengths and limitations, and how they impact relationships. Pursues self-development that enhance job performance. Demonstrates an openness to change; seeks opportunities in the change process.

**YMCA Southcoast  
JOB DESCRIPTION**

**Job Title:** Swim Coach (continued)

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**Qualifications:**

- Current certifications in: CPR-PRO w/AED; Basic First Aid Certifications; Administering Emergency Oxygen; Safety Training for Swim Coaches or Lifeguarding.
- YMCA Swim Instructor certification or equivalent preferred
- Previous experience in coaching capacity for competitive swim meets
- Previous experience and competencies with Team & Meet Manager Software.

**Physical Demands:**

- Ability to demonstrate, instruct, observe, and critique team members in proper race starting and stroke techniques.
- Required to sit, stand and walk for extended periods during practices, dual meets, invitational meets and other situations as needed.
- Ability to react to emergency situations by quick movements, strenuous activity, and on occasion assist or lift persons in distress of varying weights.
- Required to remain alert to dangerous situations while sitting, standing, or walking for various lengths of time.
- Ability to communicate across distances in a noisy environment.

**I have reviewed the above job description and understand my responsibilities as described:**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**YMCA Southcoast reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing business needs. Further, nothing in this description is intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment. (See HR Policy and Procedures Manual- Disclaimer et al, 1/08)**

**Understood and Agreed to:** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_