



Chabot Marlins

CHABOT SWIM CLUB, CASTRO VALLEY, CA

JOB DESCRIPTION: ASSISTANT SWIM COACH (8 & Unders)

GENERAL FUNCTION

Under the direction of the Head Swim Coach and the Marlins Board of Directors, and at the discretion of the Marlins Board, the Assistant Coach plans and implements lessons / practices for ages 8 and under recreational league competitive swimmers; instructs swimmers in proper swimming techniques; attends to and observes swimmers to detect and correct mistakes; helps Head Coach plan and properly organize swimmers in competition events; and promotes the sport of swimming and the Marlins swim team by fostering a positive and fun swim team atmosphere.

RESPONSIBILITIES

- Plan, organize, and implement swim practices for 8 & under swimmers appropriate for swimmers' ages and skill levels
- With the Head and Assistant Head Coach, organize the 8 & under group into two practice sessions to more closely match abilities and coaching needs, and best utilize the pool lanes / space available.
- Help prepare pool and deck before the start of each practice (remove pool covers with parent help, get lane lines set in pool with parent / swimmer help, set out practice equipment)
- Be on deck before swimmers enter water, and ensure that swimmers are not left unsupervised in the water during practices or meets
- Teach swimmers in practice sessions stroke development, proper and legal strokes per EBSL rules, physical conditioning, proper race starts and finishes, pool safety, proper swim equipment use, and development of swimmers' listening and learning skills
- Record swimmers' attendance at each practice session
- Attend all Marlins' swim meets from before warm-ups to the completion of the meet, helping to organize efficiently and safely swimmer warm-ups for all swimmers prior to start of swim meet
- Assist with relay starts and swimmer instruction for the 10 & under swimmers, helping to organize and support / encourage all 8 & under swimmers prior to individual races
- Work with the Head Coach on participation in the Swimmer of the Week program for the 8 & under age group
- After being informed by Board, Head Coach, or Parents, to be aware of any medical conditions / special circumstances for all 8 & under swimmers on the team
- Ensure fair practice and swim meet experiences for the 8 & under age group
- Know and understand emergency procedures for Chabot Swim Club, reporting all swimmer / parent injuries in a written injury report to the Head Coach
- Keep open communication with Head Coach with any problems with swimmer / parent conduct at practices and meets that the Assistant Coach has or has not been able to resolve

MINIMUM JOB REQUIREMENTS

EDUCATION

- High School Diploma / GED

EXPERIENCE

- One year experience teaching and coaching swimming to 8 & under age groups

CERTIFICATIONS

- Current certifications in First Aid, CPR w/ AED training
The Marlins’ Board of Directors and / or the EBSL Board may require further certifications as deemed necessary at any given time.
Certifications must be completed within a reasonable time period as determined by the Marlins’ Board.

PHYSICAL REQUIREMENTS

Maintain effective audio-visual discrimination and perception needed for making observations, operating assigned equipment, and communicating with others.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include:

- walking and standing for extended periods of time
- swimming
- exposure to adverse weather conditions
- lifting, carrying, and pushing / pulling equipment and supplies weighing up to 50 lbs

TEAM EXPECTATIONS / OBJECTIVES

The 8 & Under Assistant Coach needs to work the months of April, May, June, and July, and needs to be available for the following hours (2012 Season):

- From April 2 – June 15, 3:30 – 5:30 pm, Mon – Friday
- From June 18 – July 26, 7:30 – 9:30 am, Mon – Friday
- Saturday morning swim meets June 2, 16, 23, 30, July 14, and 21 – 6:45 – 12:45 am
- Saturday evening swim meet June 9, 4:00 – 9:30 pm
- Saturday all-day Champs meet July 28, 6:30 am – 4:30 pm
- Sunday morning Team Awards Banquet, July 29, 9:30 am – 1:00 pm

The Assistant Coach needs to be able to work in a team environment with the Head Coach, Assistant Head Coach, Board Members, Parents, and Swimmers to help achieve the Marlins Team Objectives:

- Provide physical fitness, proper conditioning, positive self-image, and motivation
- Provide an environment for self improvement and goal achievement through hard work, dedication, and discipline
- Promote the ideals of integrity, good sportsmanship, and team loyalty through competition for swimmers of all levels of proficiency
- Develop a family-oriented team with full family participation

I have read and fully understand the responsibilities of the Assistant Swim Coach for the 8 & Unders as required by the Chabot Marlins Swim Team, and it’s Board of Directors.

Signed

Date

President, Chabot Marlins Swim Team

Date