

## JOB DESCRIPTION



<b>Department</b>	Aquatics
<b>Location</b>	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
<b>Job Title</b>	Head Swim Coach
<b>Classification</b>	Salary/Exempt
<b>Pay Range</b>	\$44,768.71 - \$55,960.89 Annually FT46

### Job Summary

This is a full-time position in the Aquatics Division of the Recreation Department and is under the direct supervision of the Director of Recreation Programming. **The primary purpose of the Head Swim Coach is to provide outstanding service through warm interactions.** The secondary responsibility is the overall management of the Pleasant Prairie Patriots Swim Team. Employees in this classification must represent the Recreation Department in a professional manner, while instructing and monitoring members, guests, and program participants. A special emphasis on program development and quality instruction.

### Job Duties

- Demonstrate professionalism working with Patriots Swim Team athletes, families, and coaches.
- Responsible for athlete development; implement training plans for swim practices and dryland training.
- Responsible for leading and managing 5-15 age group coaches during practices and swim meets.
- Train coaches and hold consistent staff meetings.
- Ability to serve as Senior age group coach.
- Responsible for scheduling of swim meets.
- Responsible for hosting swim meets at the RecPlex.
- Responsible for annual swim team budget including staffing, registrations, training, meets, travel, etc.
- Oversee all aspects of daily club operation in support of the swimmers, membership, team mission, and values.
- Responsible for creating a positive culture for the Pleasant Prairie Patriot (PX3) swim team.
- Meet all deadlines for facility contract requirements regarding schedules, swim meet line ups, swim meet registrations and USA Swimming/US Master Swimming athlete and non-athlete registrations.
- Practice continuous improvement and professional development for self and assistant coaches; work to achieve next level of certification for all staff under your direction.
- Work directly with Aquatics Supervisor to establish pre-competitive swim lessons program.
- Communicate with other teams and/or LSC regarding meet operations, participations, financial reports and entries to the Swim Team Administrator.
- Update website information regarding practice schedules, meet entries, news, etc.
- Track team membership numbers and provide recruitment plans to ensure team growth.
- Act as pool liaison for competitive facility rentals and swim meets from outside organizations as needed.
- Must know and enforce all RecPlex, Village and Department rules, regulations, policies, standard operating procedures and guidelines.
- Must exhibit a teamwork attitude and self-motivation, take the initiative to solve problems and innovate.
- Maintain professional standard of safety, appearance and readiness.
- Assume an equal share of the joint house-keeping responsibilities in all aquatic program areas.
- Must be able to perform other duties as assigned.

### Physical Requirements

- Must have the ability to communicate effectively as this role requires high degree of interaction and communication with staff and public.
- The work schedule is subject to varying shifts but must be available evenings and weekends. Must be able to stand for 8-10 hours at a time.
- The work of a swim coach is performed in an indoor pool environment with exposure to warm temperatures and heavy humidity; noise, slippery surfaces, water and pool chemicals.
- Must be able to lift 10-40 lbs. for a distance of 50 feet.

**Requirements - educational, certifications and experience**

- 3+ years of Coaching experience.
- Experienced with USA Swimming OME, Team Unify, HY-TEK as well as Word, Excel and Power Point.
- Bachelor's Degree in sports management, kinesiology or recreation preferred, experience can stand in place of this requirement.
- Advanced experience coaching various ages and skill levels in a competitive environment.
- American Red Cross Lifeguard and or Lifeguard Instructor Certification within 6 months of employment.
- Maintain a current USA Swimming Certification as a coach at all times.
- USA Swimming Business Management Training 101 & 201 or ability to achieve within 6 months of employment.

I have read and understand the job duties and physical requirements of this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Village of Pleasant Prairie is an Equal Opportunity Employer.