

Black Oak Swim Club
Head Swim Coach Position Description

Head Swim Coach Requirements:

- Lifeguard (Red Cross), CPR and First Aid (Red Cross or American Heart Assoc.) certifications
- Previous high school swim team experience
- Previous experience teaching competitive swimming
- Thorough understanding of competitive swimming rules and regulations
- Thorough understanding of swim meet line-up procedures and computer software
- Strong communication skills and attention to detail
- Ability to patiently work with all age groups, especially young children with various skill levels
- Management of assistant coaching staff (usually teenagers)
- Availability from 6 May – 13 July 2018 for all team activities and Parents' Meeting
- Availability for a Pre-season Planning Meeting and a Computer Training Meeting which will occur in May.

Head Swim Coach Responsibilities:

- Promote the BOSC Philosophy ***
- As a representative of BOSC and a role model to the swim team, exhibit exemplary professionalism and sportsmanship at all times
- Conduct all team practices in a safe, friendly and fun environment (including eliminating and minimizing hazardous situations)
- Prepare and execute all practices (including dryland) and meet line-ups, including data entry and delivery of meet line-up to the competing team (away meets) in a complete, timely, and accurate manner. The Head Age Group Coach is responsible for completing the meet line-up and managing the team at all meets. Assistant Coaches assist in the line-up and participate in the management of all meets.
- Provide age appropriate instruction and guidance to all age groups
- Assist with all age groups for practices, meets, and other duties associated with each age group
- Promote swim team participation, encouraging and nurturing all participants
- Understand and implement the SSA League Swimming Rules and Regulations
- Identify recipients of end-of-season awards per the criteria determined by the Swim Team Coordinators
- Attend all team sponsored events, including parent meeting, pancake breakfast, team pictures, banquet, etc. Consistently adhere to and enforce all BOSC rules and regulations
- Handle all inquiries and issues from parents in a friendly and courteous manner. Refer them to the BOSC Swim/Dive Trustee when inquiries are not answered satisfactorily or when you are unsure of the appropriate response.

Note: The Coaching Staff reports directly to the BOSC Swim/Dive Trustee.

***The philosophy of the BOSC swim and dive team is to provide an environment where all children of all levels and abilities may participate. It is our hope that through this sport, children will not only improve their swimming/diving skills, but also develop friendships, sportsmanship, team spirit, and have a great amount of fun in the process.

Updated: January 2018

Black Oak Swim Club
Assistant Swim Coach Position Description

Assistant Swim Coach Requirements:

- Lifeguard (Red Cross), CPR and First Aid (Red Cross or American Heart Assoc.) certifications - *optional but certifications will result in higher pay
- Thorough understanding of competitive swimming rules and regulations.
- Experience teaching competitive swimming
- Strong communication skills and attention to detail
- Ability to patiently work with all age groups, especially young children with various skill levels
- 16 years of age prior to 1 May 2018
- Availability from 6 May – 13 July 2018 for all team activities and Parents' Meeting
- Availability for a Pre-season Planning Meeting and a Computer Training Meeting which will occur in May.

Assistant Swim Coach Responsibilities:

- Promote the BOSC Philosophy ***
- As a representative of BOSC and a role model to the swim team, exhibit exemplary professionalism and sportsmanship at all times
- Assist the Head Swim Coach in conducting team practices in a safe, friendly and fun environment (including eliminating and minimizing hazardous situations)
- Assist Head Swim Coach in preparation of all meet line-ups in a complete, timely and accurate manner, including data entry and delivery of meet line-up
- Provide age appropriate instruction and guidance to assigned age group
- Promote swim team participation, encouraging and nurturing all swimmers
- Perform as age group coach for assigned age group
- Understand and implement the SSA League Swimming Rules and Regulations
- Identify recipients of end-of-season awards per the criteria determined by the Swim Team Coordinators
- Attend all team sponsored events, including parent meeting, pancake breakfast, team pictures, banquet, etc.
- Consistently adhere to and enforce all BOSC rules and regulations
- Handle inquiries and issues from parents in a friendly and courteous manner. Refer them as necessary to the Head Swim Coach or the BOSC Swim/Dive Trustee

Note: The Coaching Staff reports directly to the BOSC Swim/Dive Trustee

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