



PHILADELPHIA FREEDOM VALLEY JOB DESCRIPTION

JOB TITLE:	Assistant Swim Coach	JOB CODE:	2100P
LEVEL:	5	FLSA STATUS:	Non-Exempt
SUPERVISOR:	Head Swim Coach	LOCATION:	
DATE:			

POSITION PURPOSE

Under the direction of the Aquatic Director and Head Coach, the Assistant Swim Coach is expected to provide support and encouragement to assist swimmers in learning the specific progressive or competitive program. Ensure safety and cleanliness of the program area and adherence to all YMCA safety standards and rules.

ESSENTIAL FUNCTIONS

- Lead swimmers through skill mastery and swim practices
- Provide a safe environment that allows swim team participants to learn YMCA Competitive Swimming and Diving. Encourage and support swimmers to provide an enjoyable YMCA experience.
- Evaluate swimmers skills; provide skills needed to master strokes.
- Ensure fair practice and swim meet experience
- Coach must supervise the entire swim meet, including warm-ups, practice dives, events, etc., ensuring the safety of the swimmers
- Conduct practices with energy and enthusiasm
- Provide support and encouragement to participants
- Incorporate character development objectives into the program to reinforce the YMCA values of caring, honesty, respect and responsibility.
- Regularly check equipment for necessary repair or replacement
- Provide excellent service to members and participants. Communicate all YMCA rules and ensure that you are accessible and identifiable.
- Attend staff meetings and trainings as required
- Provide excellent service to members and participants. Communicate all pool rules and ensure that you are accessible and identifiable.
- Perform other related duties as required.

OTHER DUTIES AND RESPONSIBILITIES

- All Philadelphia Freedom Valley YMCA Staff is responsible for the following:
 - Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
 - A continued commitment to member satisfaction by ensuring excellent Member Experience
 - Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
 - Ensuring the overall cleanliness of the facility
 - A commitment to Diversity and Inclusion
 - Keeping the children in the care of the PFVY and participating in programming within the branches safe from harm and reporting signs and suspicions of abuse when necessary to the requisite state agency

ENVIRONMENTAL CONDITIONS

Wet and/or humid, high levels of noise, exposure to weather during summer months, exposure to toxic or caustic chemicals

PHYSICAL REQUIREMENTS

Ability to express or exchange ideas by means of spoken word to impart oral information and to convey detailed, spoken instructions to staff, members, and volunteers accurately, quickly, and loudly; ability to perceive the nature of sounds by ear; running quickly on land then safely entering the water; advanced swimming ability; surface diving and swimming underwater to a specific depth; recovering a casualty from deep water to the surface; towing a casualty to a point of exit from the water; lifting, carrying or/or dragging a victim to a point of safety; Ability to sprint on land; ability to lift and carry over 100lbs under water; ability to pull and drag large objects; ability to sit or stand for long periods of time; ability to tread water for long periods of time; ability to clearly see at 20 inches or less and 20 feet or more ; ability to judge distances and spatial relationships so as to see objects where and as they actually are

REQUIREMENTS

- 18 years old with High School Degree or equivalent, 2 years of directly related experience in developing and conducting programs.
- Ability to work a non-traditional schedule including nights and weekends.
- Know any computer software that is used for the running of meets and swimmer line ups.
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence
- Acquire and maintain the following certifications:
 - CPR Pro/AED/O2 (valid 1 year)
 - First Aid (valid 1 year)
 - Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)
 - YMCA Principles of Competitive Swimming & Diving
 - USA Swimming Coach Level 1 (if applicable)
 - Red Cross Lifeguarding, YMCA Lifeguarding, or Red Cross Safety Training for Coaches

OTHER

At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

CARING	Showing a sincere concern for others.
HONESTY	Be truthful in what you say and do.
RESPECT	Follow the Golden Rule.
RESPONSIBILITY	Be accountable for your promises and actions.

OUR MISSION

To translate the principles of the YMCA's Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

Employee Name: _____

Signature: _____ **Date:** _____

Supervisor: _____