



**CITY OF CRETE  
SWIM TEAM ASSISTANT COACH**

**Job Status:** Hourly, Seasonal

**Reports to:** Head Coach and Parks and Recreation Director

**Supervisory**

**Responsibilities:** None

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## **I. GENERAL FUNCTIONS**

City of Crete is a well-established team with a strong connection to the families in Crete and surrounding vicinity. The team fosters a competitive environment which encourages families to commit to the season competitively while fostering a fun summer experience. Must be reliable and willing to assist the swim team coach and parks and recreation staff. Reports to swim coach and parks and recreation director.

## **II. ESSENTIAL DUTIES & RESPONSIBILITIES**

- Assist head coach in planning and leading daily swim practices, running preseason testing, communicating with swim team participants and parents, and developing individual swimmers in a competitive league.
- Assist in teaching various swimming techniques to include: strokes, flips, kicks, body rolls, floating, breath control, and water safety.
- Assist head coach in analyzing swim techniques and determining skill levels.
- Using a range of activities to improve water confidence.
- Assist head coach in analysis of swim techniques. Setting training goals and objectives for teams as well as individual swimmers.
- Attend scheduled practices, league-sponsored meets and required swim league meetings. Weeknight practices typically 7:00 – 9:00 pm. Meets held Saturdays, typically 6:00 am – 3 :00 pm. Travel required. Season: late May-early July.
- Represent the City of Crete in a positive manner in interactions with other swim teams, families, and communities, and be an active participant in assigned duties.
- Assist Parks and Recreation in lifeguard conditioning and swim technique.
- Participate in pool outreach and water safety education under supervision of facility water safety instructor, by offering activities to improve water confidence.

- Ensure pool & training areas are clean, well-maintained, and free of hazards and assist in facility supervision (do not act as lifeguard while coaching).
- Properly store equipment and ensure the general cleanliness of the pool areas that were used after practices and/or home swim meets.
- Work cooperatively and communicate effectively with city personnel, swimming pool staff, volunteers, team members and their families.
- Be familiar with pool policies and prepared to explain procedures to patrons and answer questions.
- May participate in lifeguard and/or water safety instruction where qualified.
- Other duties as assigned.

### **III. KNOWLEDGE, SKILLS, ABILITIES**

- Ability to work effectively with people of all ages and backgrounds.
- Proficient in English.
- Must be at least 16 years of age.
- Possess or obtain annual CPR Pro and First Aid certification.
- Ability to interact with the public in a professional and courteous manner.
- Ability to teach, communicate, and motivate youth athletes.
- Should be empathetic, patient and supportive of swimmers of varying abilities.
- General knowledgeable of the pools programs, hours of operation, admission fees, and rules and policies.

### **IV. DESIRABLE TRAINING & EXPERIENCE**

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to applicants documenting success in positions or with relevant coaching/teaching experience.

### **V. MINIMUM QUALIFICATIONS**

- Possess or obtain CPR & Basic First Aid certification
- Proficient in English.
- Must be at least 16 years of age.
- High school graduate preferred.
- Must have a valid driver's license and pass drug and background tests.
- Strong organization and management skills.
- Strong communication and interpersonal skills.
- Willingness to complete safety training for swim coaches.

### **VI. WORKING CONDITIONS & PHYSICAL EFFORT**

Light (Involves frequent lifting of more than 10 to 25 pounds. Work performed requires a good deal of walking or standing, and may include some sedentary work and working conditions that include moderate noise levels related to the use of office equipment or

machinery. May involve exposure to varying outside temperatures.) to medium work classification (Involves frequent lifting 25 to 50 pounds at a time. A full range of medium work requires standing, walking, stooping, climbing, bending, etc. Working conditions may include exposure to extreme temperatures (> 100 F and/or < 50 F) and moderate to loud noises related the operation of equipment or machinery.) for the majority of duties and responsibilities.

**VII. OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Employee Acknowledgment of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date