

Head Age Group Coach Job Description

The Head Age Group Coach will develop and lead the directing of the Age Group Program. This is a leadership position that will support and carry out the Vision, Values and Behaviors of the club through leadership and development and setting the direction for the Age Group Program.

Team Culture Responsibility:

- Model and celebrate the clubs values and behaviors
- Work collaboratively and respectfully with other club leaders and staff to serve the best interest of the business and members
- Be exceptional in the application of positive, consistent, and effective motivation strategies when working with staff, parents, and any other customers in relation to all aspects of the program
- Foster team spirit by exhibiting and maintaining a positive attitude and team building
- Demonstrate a cooperative, prompt, and respectful communication style

Key Responsibilities:

- Design the seasonal and LTAD for the Age Group Program that fits within the scope of group goals and objectives
- Provide Leadership and Instruction to the Age Group coaches and swimmers
- Administer and train all age group coaches on the seasonal and LTAD plans
- Manage the Lead Age Group Coach and other age group coaches to ensure they lead and communicate effectively
- Conduct monthly 1:1 meetings with the Age Group coaches you lead providing guidance and an opportunity for learning and feedback
- Conduct parent meetings as needed
- Help lead and facilitate the weekly staff meetings along with the Head Coach
- Produce the Age Group Coach schedules in coordination with the Lead Age Group Coach
- Ensure regular communications with parents at the Age Group Level
- Manage the recruitment of swimmers by ensuring summer league meets are attended by coaches and clinics are conducted
- Ensure administrative and coordination needs and requirements are met both internally and externally
- Oversee age group meet entries and attend meets as required
- Assess new swimmers during try-outs
- Maintain compliance with USA Swimming coaching standards as well as ensuring all coaches are compliant
- Follow all USA Swimming policies including SafeSport as well as ensuring all 757swim coaches are compliant

Skills and Qualifications:

- 5+ years of experience in an Office Manager or Lead Administrator capacity
- Proven ability to manage a wide variety of tasks on a daily basis
- Work in a proactive and detail-oriented manner with the ability to understand and communicate the larger picture
- Solid interpersonal communication skills and the ability to work cooperatively with a diverse group of individuals in a positive manner
- Knowledge of various office programs and applications
- Knowledge of Team Unify and Swims3.0, preferred