



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**JOB DESCRIPTION**  
**Assistant Swim Coach**  
**Torigian Family YMCA**

**POSITION TITLE:** Assistant Swim Coach  
**REPORTS TO:** Head Swim Coach

**POSITION SUMMARY:** Primarily responsible for swimmers ages 5 through 18. The coach would be available to coach on week day evening practices as well as weekend swim meets. Responsibilities include: coaching swim team practices, building strong confident swimmers through our junior swim team program, creating swim workouts for practice groups, monitoring swimmer safety and behavior, and coaching meets as directed by the Head Coach. The ideal candidate will have or be willing to attain the appropriate coaching certifications for both the YMCA and USA swimming leagues including CPR/First aid and either a lifeguard or safety training for coach's certification.

**AREAS OF RESPONSIBILITY**

*The following ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities.*

- Provide a safe and quality competitive environment to train and motivate young athletes in the sport of swimming; instruct swim team participants on swimming stroke techniques and assist with skill improvement as outlined and directed by Head Coach.
- Plan and supervise daily workouts as assigned by the Head Coach (will not leave the group unsupervised for any reason)
- Monitor pool activities during swim meets and practices; evaluate individual and team performance, explain techniques and assist with skills improvement.
- Monitor aquatics facility and guests, and assures compliance to rules, regulations, policies and procedure; assure facilities are maintained in a clean and safe condition.
- Promote a positive recreation environment and good personal behavior
- Develop team motivation
- Responsible for discipline of swimmers at team functions according to team policy
- Act as role model for swimmers
- Take an active role in the Torigian YMCA organization
- Willing to listen and collaborate with the head coach and other coaching staff
- Ability to work with a variety of ages and levels of swimmers
- Support efforts to instigate and maintain high team spirit which may include attending functions such as fund raisers or team sponsored socials.
- Prevent accidents through the enforcement of policies, rules, regulations, and ordinances governing the conduct of swimming pool patrons
- Ensure the pool deck is clean of swim team equipment prior to leaving practice time.
- In the event of an emergency be able to carry out the YMCA's Aquatic Emergency Action Plan.

**MEET/ PRACTICE REQUIREMENTS:**

- Will have availability to coach practice up to three times per week and be available for swim meets three weekends per month
- Attends all YMCA scheduled meets and events with team.

## **YMCA COMPETENCIES:**

***Mission Advancement:*** Supports the Mission, Vision and Direction of the YMCA: Displays the YMCA values of Caring, Respect, Responsibility and Honesty as well as displays flexibility and the ability to accept change. Is willing to try new methods and make/take suggestions. Shows a strong commitment to the YMCA, conveys enthusiasm for the YMCA and for his/her work. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them.

***Collaboration/Community:*** Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship building techniques; supports the role of fundraising in achieving the YMCA mission. Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Takes initiative to assist in developing others. Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people. Consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.

***Operational Effectiveness:*** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings, required trainings and other work related activities, demonstrates responsible actions, consistently performs duties in a safe manner, follows standards, policies and procedures, is reliable and consistently punctual, and uses Y resources appropriately and efficiently. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

***Personal Growth:*** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology. Demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly exposed to wet or humid conditions (non-weather) and extreme heat (non-weather). The noise level in the work environment is usually loud.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this Job, the employee is regularly required to sit, stand; walk and talk and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch.

**CERTIFICATIONS/REQUIREMENTS:** Current Lifeguard/First Aid Certification; Coach's Safety Training or willingness to achieve within first month of hire. Valid Massachusetts State Drivers

License. Active USA Swimming Coach certification or willingness to achieve within one month of hire. Minimum 2 years of experience coaching with either YMCA or USA Swimming is preferred. Accuracy and time management skills are essential.

Strong desire to succeed. Eager to learn and be a team player. High level of understanding of the sport to include but not limited to: governance, athletic training, skill development, swimmer motivation, swimmer education, training plans, parent involvement, competition, and team administration. Basic computer skills including email Hy-tek meet management, Team Unify, MS Office. Proven ability to prioritize and manage multiple tasks simultaneously. Strong organizational skills. Strong verbal and written communication skills. Ability to communicate with and instruct children ages 5-18. Proven problem solver. Strong track record as a technical swim coach with strong leadership skills. Required to pass a background investigation.

Interested candidates should send resumes and cover letters to Jose Medina, Aquatics Director, Torigian YMCA, 259 Lynnfield Street, Peabody, MA 01960 [jmedina@metronorthymca.org](mailto:jmedina@metronorthymca.org)

-----  
**Employee Signature**

**Date**

-----  
**Supervisor Signature**

**Date**