



Columbia Country Club

Chevy Chase, MD

Position Title: Head Swim Coach

Department: Swim

Reports To: Operations Director

Supervises/Direct Reports: Assistant Swim Team Coaches

Position Summary:

The Head Swim Coach is responsible for the overall organization, management, development, and the daily operation of the Swim Team program. The Head Swim Coach will act within the scope of the goals, objectives and policies of the team to reach the team and program objectives. Specifically, our team is usually between 175-200 swimmers ranging from ages 3-18. The Head Swim Coach will provide direct leadership, instruction and motivation for swim team participants by structuring a daily practice schedule and stroke clinics that improve skills and improve times. The Head Swim Coach is also responsible for ensuring that the team mission of making swimming fun for every participant, encouraging sportsmanship and friendship are conveyed and incorporated into the daily programming.

It is expected that the Head Swim Coach will be able to be on deck and running practices starting right after the pool opening on Memorial Day. The summer swim season will end after the CCSDA Championship meet which is in late July. It is also expected that the Head Swim Coach attend all Swim Team functions and events throughout the season.

The Head Swim Coach is the main representative to the swimmers and the swimmer's parents. It is expected that the Head Swim Coach exemplify a high degree of professional, organization and ethical conduct in their personal and professional life. It is also expected that Head Coach have exemplary skills with Team Unify and Hy-Tek, is well versed in swim meet preparation, during-meet conduct, USA Swimming Rules as well as CCSDA Swimming rules. The responsibilities of the Head Swim Coach include but are not limited to the following:

Develop a working relationship with the Swim Team and Pool Committees to accomplish the following:

- Attend Committee meetings during the season.
- Work with the Committee and Operations Director to develop Swim Team Schedule that includes practices, swim meets, one team travel event (e.g. a trip to the beach or amusement park), social events and stroke clinics.
- Develop goals and objectives for the Swim Team.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.



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- Provide guidance and assistance in the planning and execution of Swim Meets and Social Activities.
- Attend and supervise team social functions.
- Train and assign Assistant Coaches, so that all coaches are working directly with swimmers during all practices and meets.
- Assists the Committee in organizing volunteers for swim meets.
- Maintains communication with the Parents and the Club during the season through personal interaction, email and Team Unify as well as through the off season.
- Expand our swim team offering to provide a fun and year 'round stroke clinic/practice session for members of the team that wish to participate.
- Run an effective swim lesson program for entire membership.

Develop appropriate coaching, mentor and counseling relationships with the swimmers and their families to accomplish the following:

- Recognize the value of every swimmer and ensure that they are accepted and included as a respected member of the team.
- Inspire swimmers by using positive coaching techniques.
- Create goals for each swimmer and track achievement.
- Emphasize the core values of the team and encourage sportsmanship, commitment and achievement.

The Head Swim Coach is responsible for day to day operations of Swim Team Program, which includes, but is not limited to:

- Assign, supervise, mentor and counsel assistant coaches.
- Placement of swimmers into the appropriate swim group.
- Be on deck during all practice times and swim meets to ensure good coaching technique and fun atmosphere
- Timely and correct swim meet lineups via Hy-tek. It is expected that line-ups are distributed to parents at least 48 hours in advance of each meet.
- Recording and posting times.
- Maintaining Club Swim Team records.
- Oversee the coaching of all swimmers and swim groups by being on deck during team practices and attending all swim meets.
- Communicate practice times, swim meet schedules, signs-ups, changes, event details and other pertinent information in a professional and timely manner to the club, and swim team via personal interaction, e-mail and Team Unify.
- Maintains Hy-Tek system and coordinates the operation of Hy-Tek system during the swim meets.

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- Provide the end-of-season awards information to the Swim Committee as of the date requested by the committee (usually right after the Divisional Championship meet in mid-July)
- Train staff to work according to established safety procedures: makes recommendations to improve the work environment for both employees and members.
- Direct clean-up of pool deck after practice. Including but not limited to lane ropes, kickboards, etc.
- Performs other tasks as required by the Operations Director, Swim Committee or Management.

Essential Qualifications:

- High energy, focused leader who understands the club business and nature of summer swimming.
- Possesses leadership qualities that have resulted in high employee and member satisfaction, proven staff retention with low turnover.
- Strong relationship builder with a history of excellent relations with their supervisor, pool staff, children, parents and Swim Committee Members.
- Experience mentoring Swim Team participants and coaching staff.
- Excellent, proactive communication skills; listens to and responds to both Club Members and Swim Team Members.
- Proven history of providing a consistent and exceptional swim experience, managing all aspects of a summer swim team program.
- Verifiable history of developing positive relationships with swimmers and their parents, preferably in a private swim club or country club setting.
- Solid organizational, communication, management and leadership skills.
- Strong expense awareness and management.
- Strong observational skills and detail oriented.
- Highly organized.
- High School and College Degree or High School Degree currently working towards a Bachelor's Degree.
- Lifeguard Certification
- AED/CPR Certification
- First Aid Certification
- 2-3 years coaching experience preferred
- Can lift and carry 50 pounds
- Exposure to sun for long periods of time

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Salary and Benefits

Salary will commensurate with qualifications and experience.

Shift meals provided at no expense to the employee.

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