



Columbia Country Club

Chevy Chase, MD

Position Title: Assistant Swim Coach

Department: Aquatics

Reports To: Head Swim Coach

Supervises/Direct Reports: N/A

Position Summary:

The Assistant Swim Coach is responsible for supporting the Head Swim Coach in the organization, management, and development of the Swim Team program. The Assistant Swim Coach will provide direct leadership, instruction and motivation for swim team participants between the ages of 3-18 years old. The Assistant Swim Coach will assist in the administrative and communication portions of the Swim Team program. It is expected that the Assistant Swim Coach exemplify a high degree of professional and ethical conduct in their personal and professional life. The responsibilities of the Assistant Swim Coach include but are not limited to the following:

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

- Work with the Swim Team Committee, Head Swim Coach, and Operations Director to develop Swim Team schedule.
- Assists in the development of goals and objectives of the Swim Team.
- Provide guidance and assistance in the planning of swim meets and social activities.
- Attend team social functions.
- Assists the Committee in organizing volunteers for swim meets.
- Maintain communication with the Committees and the club during the season and throughout the off season.

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 Assistant Swim Coach is responsible for assisting day to day operations of the Swim Team Program, which includes, but is not limited to:

- Designs, implements and executes Swim Team practices.
- Assists in coordination and execution of all aspects of swim meets.



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- Administrative duties and Communication to swimmers and parents regarding practices, meets, and social events.
- 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.
- Placement of swimmers into the appropriate swim group.
- Assists in the recording and posting times
- Assists in maintaining Club Swim Team records
- Assists in maintaining the Hi-Tech system.
- Performs other tasks as required by the Operations Director, Swim Committee or Management.

Essential Qualifications and Special Requirements:

- High School and College Degree
- Lifeguard Certification
- AED/CPR Certification
- USA Swimming and/or American Swimming Coaches Association certification preferred
- First Aid Certification
- 2 – 3 years coaching experience
- Can lift and carry 50 pounds
- Exposure to sun for long periods of time

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.