

Seacoast Swim Club Head Coach Opportunity

Seacoast Swim Club (SSC) seeks applications from qualified candidates for the position of Head Coach. In addition to coaching, the Head Coach is responsible for the administration and supervision of day-to-day operations of the team. Founded in 1973, SSC is a 501(c)(3) non-profit year-round organization serving approximately 200 youth swimmers. SSC is located in Cumberland, ME and utilizes the Greely High School Pool – a 5 lane 25 yard pool. Minimum qualifications include: (1) certification in CPR, First Aid, and Coaches Safety, (2) have successfully passed a USA-S Criminal Background Check and (3) have taken the Athlete Protection Training and (4) have competitive swim coaching experience. A USA-S Pre-Employment screening will be done prior to hiring. Expected hours are +/-25 hours/week plus meets. SSC provides reimbursement for travel and meet expenses, professional dues and provides a budget for continuing education. Salary is based on experience. Interested qualified candidates should e-mail cover letter and resume to hrg@maine.rr.com. Expected start date – immediate. Position is open until filled.

Qualified candidates possess strong organizational skills and the ability to clearly communicate with, and instruct, youth ages 7-18. Responsibilities for coaching, management and administrative duties include:

Coaching—

1. design and implement a consistent, team-wide coaching philosophy in an enthusiastic, engaged manner, that is age-appropriate and emphasizes excellence;
2. directly coach practice groups of swimmers with help from 3 assistant coaches;
3. instruct swimmers on proper competitive swimming techniques;
4. teach starts and turns as well as race tactics;
5. create an environment that is conducive to learning and appropriate for the maturity and interests of the swimmers;
6. model positive reinforcement with swimmers and coaches;
7. develop, coordinate, supervise and maintain a system of written swimmer assessments; and
8. evaluate training plans and goals for swimmer development for all levels.

Management—

1. manage and work with assistant coaches to implement practice schedule and workouts that support both team and individual goals;
2. effectively communicate both orally and in writing with swimmers, parents and Board members;
3. demonstrate, encourage, and review goal setting for all swimmers;
4. oversight and supervision of coaching staff;
5. complete annual written evaluations of coaching staff; and
6. schedule, plan and direct monthly staff meetings.

Administrative—

1. maintain current registration records with HY-TEK Team Manager software;
2. register swimmers meet entries with host swim teams using HY-TEK Team Manager software;
3. maintain record of swim meet results, including individual best times, and recognize individual swimmers obtaining best times;
4. provide monthly written reports to the Board of Directors and attend monthly Board meetings to report status and progress of swimming and coaching goals;
5. maintain swimmer practice attendance records;
6. monitor MSI/USA swimming rules and requirements to verify SSC's practices and policies are in compliance;
7. plan yearly (short course/long course) team meet schedule and designate coaching duties for meets;

and

8. work with the Board to grow SSC membership.