



Position: Piranhas Swim Team Assistant Coach
Department: Parks and Recreation
Reports To: Aquatics Director/Swim Team Head Coach

FLSA status: Hourly (Part Time)
Salary: TBA based on experience
Deadline: Open till filled

Summary: The Swim Team Assistant Coach will assist the Head Swim Coach in all aspects of swim team including running practice, meet entries and at swim meets.

Duties and Responsibilities include the following, but are not limited to:

- Must be able to work variable shifts, evenings & weekends.
- Must hold a current American Red Cross Lifeguarding certification with a waterpark supplement.
- Must have knowledge of how to properly teach all four competitive strokes for the sport of swimming.
- Must be able to learn how to use Hy-Tek Meet manager and Team Manager
- Must be able to learn how to update a Team Unify website on line.
- Must meet all deadlines for swim meet line ups and swim meet registrations.
- Ability to supervise children, youth and adults.
- Ability to understand, follow and carry out oral and written instructions.
- Ability to work unsupervised.
- Ability to maintain strict confidentiality.
- Must understand and enforce rules for all patrons.
- Must have great customer services skills when dealing with patrons, staff members and the general public daily.
- Assist staff with events and other duties as assigned.
- Perform any other related duties as required or assigned.

Additional Duties and Responsibilities

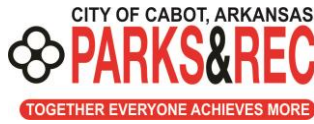
Reporting relationships, work assignments and work schedules may be subject to change in order to meet department needs or operational requirements. Attendance at work and the ability to get along with public, commission, supervisors and co-workers are essential elements of this program.

Supervisory Responsibilities

Will supervise all swimmers during practice sessions and at swim meets. Will supervise patrons in all aspects of water activity and as deemed suitable by management.

Education and/or Experience

Swim Team experience preferred, but not required.



Preferred Qualifications

American Red Cross Lifeguarding Certification required at time of hire
American Red Cross Water Safety Instructor Certification preferred, but not required.
USA Swim Coaches Certification preferred, but not required.
Must be at least 16 years of age to work for the city.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to effectively present information to management and/or commission members.

Writing Skills

Ability to effectively communicate in writing using letters, memos, press releases, and reports.

PLANNING

When given assignments, the employee is responsible for the method, manner, and sequence when planning own work schedule/ operations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands

While performing the functions of this job, the employee is frequently required to stand, walk, sit, use hands to handle, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 50 pounds. Specific vision; depth perception; and ability to adjust focus.

Environmental Conditions

While performing the functions of the job, the employee is frequently exposed to outdoor weather conditions, wet or humid conditions, extreme heat; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, extreme cold, risk of electrical shock.

To Apply

Applicants will need to send a resume (optional) and completed application to Steve Frye at aquatics@cabotparks.com. These items can also be dropped off at the Veterans Park Community Center. Incomplete applications will not be considered for employment.