

ASSISTANT COACH

Bridgewater Barracuda Swim Club

The Bridgewater Barracudas Swim Club is seeking an Assistant Coach for the 2008 summer swim season.

The applicant must be enthusiastic, highly motivated with strong leadership and communication skills.

They must possess (or be willing to obtain) minimum Level 1 National Coaching Certificate Program and prior experience as coach and/or competitive swimmer (additional details at www.swimnovascotia.com).

Please forward resumes to Greg McNally at RR #4, Bridgewater NS B4V 2W3 or bridgewaterbarracudas@hotmail.com by April 30, 2008.

BRIDGEWATER BARRACUDAS SWIM CLUB

Job Description

ASSISTANT COACH

Qualifications to include:

1. Excellent communication skills and comfortable communicating with other coaches, swimmers, the club executive and parents.
2. A high degree of organization.
3. Minimum Level 1 National Coaching Certification Program.
4. Prior experience as a coach and/or competitive swimmer.
5. National Lifeguard Award (pool)
6. Must have or be willing to obtain certification in recognized CPR or First Aid course.

ACCOUNTABLE TO: Bridgewater Barracudas Swim Team Head Coach

GENERAL RESPONSIBILITIES

The job of the Assistant Coach is a salaried position and hours may fluctuate according to the natural variations in a summer swim season. It is expected that the Assistant Coach will work as a professional to fulfill all of the obligations of the job description and:

1. To provide leadership and coaching services for the swim club.
2. To work in co-operation with the swim club.

SPECIFIC RESPONSIBILITIES

1. When on deck, safety is the primary concern. Therefore you must conduct yourself professionally as a lifeguard in behaviour and appropriate dress.

While coaching you must be fully attentive to your swimmers and be prepared to enter the pool at all times.

2. Prepare a set of goals and specific objectives for the season.
3. Prepare weekly lesson plans for the age groups for which you are responsible.
4. Submit weekly timesheets to the Head Coach.
5. Provide mid-season progress reports and final certificates for each swimmer.
6. Provide constructive feedback in as much as possible to each swimmer in your program during practices.
7. Complete all necessary administrative duties within deadlines as set by the executive.
8. Communicate with the Head Coach on the following topics:
 - a. Swim team practice schedules
 - b. Schedule of away meets and results
 - c. Bridgewater Invitational Swim Meet
 - d. Summer swimming provincials
 - e. Problems, recommendations and any other pertinent information
9. Attend in-service training as appropriate
10. Act as a role model at all times for the swimmers and swim club.
11. Maintain office hours. Set aside specific "office hours" which are designated times for administrative duties and paperwork, updating statistics, meeting with the Head Coach and being available for telephone or personal meetings with swimmers, parents or the executive and ensure that everyone is aware of these times. Coaches must be available at the pool for a minimum of one-half hour before the first afternoon warm-up and one-half hour after the completion of the second practice for swimmers and /or parents to have the opportunity to discuss concerns with coaches.
12. Be knowledgeable regarding the standards for the swimmers in your group.
13. Assist the Head Coach in designing and implementing a plan to recruit and retain swimmers

RESPONSIBILITIES SPECIFIC TO SWIM MEETS

1. Ensure that all time cards are prepared the day before the meet.
2. Be available to your swimmers at all times during the swim meets. Keep the swimmers together as a team, providing leadership and

demonstrating team spirit and enlist the help of older swimmers regarding these qualities.

3. Coach and support all swimmers for their races. Provide feedback to them following events.
4. Prior to provincial deadlines, ensure that each swimmer has had the opportunity to swim each event at a meet at least once.
5. Assist the Head Coach in planning a schedule of away meets and assist in completing the associated administrative duties.