



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA JOB DESCRIPTION

Job Title: Wahoos Assistant Coach

POSITION SUMMARY:

The Wahoos Assistant Coach is responsible for serving as an Assistant Coach for all practice squads. This position requires working variable hours to maintain the desired number of coaches on the pool deck to provide the best coaching environment possible. Hours also includes assisting at all Wahoo meets and Senior training groups as needed.

ESSENTIAL FUNCTIONS:

Coaching

- Conducts practices with a focus on technique, enjoyment, and general sports knowledge.
- Helps prepare swimmer evaluations and recommendations on move-ups.
- Understands team schedules and changes.
- The Wahoos Assistant Coach must keep the Director and Squad Lead Coach informed of any team, pool problems and or members concerns.
- The Wahoos Assistant Coach will fill out accident reports for any injuries and accidents that occur. If one should occur, he/she will make the necessary actions in first aid and will fill out an accident report and contact a supervisor.
- Attend all staff meetings and trainings scheduled by the Wahoos.
- Attends required swim meets.
- Submits meet entries when required.
- Maintains accurate attendance records when required.
- Assists with clinics.
- Follows all the pool rules and procedures. Uses pool space and equipment accordingly and put all materials and instructor equipment away after practices.

Staff and YMCA Relations

- Attends internal coach's meetings.
- Meets with Y staff as needed.
- Adheres to policies and procedures related to boundaries with youth, managing high-risk activities and supervising youth.
- Completes all required organizational trainings annually.
- Reports suspicious or inappropriate behaviors and policy violations.
- Follows mandated abuse reporting requirements.
- This organization takes every allegation of abuse or misconduct seriously and will fully cooperate with the authorities to investigate all case of alleged abuse or misconduct. Employees and Volunteers shall cooperate with any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization.
- An employee or volunteer's failure to cooperate with an investigation will result in disciplinary action up to and including termination of employment or dismissal from the organization.

- This organization has zero tolerance for abuse and will not tolerate the mistreatment or abuse of consumers in its programs. Any mistreatment or abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service and cooperation with law enforcement.
- Job responsibilities include access to protected health information. The employee may access protected health information (PHI) only to the extent that it is necessary for job requirements. May only share PHI with those who have a need-to-know specific member/participant/employee information to complete job responsibilities related to the individual's participation, payment or company operations. Is expected to complete required HIPAA privacy training and always maintain HIPAA compliance.
- The Wahoo Assistant Coach has access to protected health information (PHI) of Y program participants. The Wahoo Assistant Coach may use and disclose PHI to workforce members for the purpose of treatment, payment, and operations only.

Parent Relations

- Work with squad VPs and other volunteers.
- Responds to parent communications by phone, in person, email or in writing in a timely fashion.
- Keeps parents informed of problems/developments with swimmers.

Promotion

- Assists in promoting and recruiting for the overall program.
- Acts as an advocate within the community for the Wahoo program.
- Participates with organizing tryouts for new potential Wahoos.

Planning/Budget Management

- Submits expense reports in a timely manner
- Provides input to annual planning process on team objectives and strategies.

Fundraising

- Helps to implement and support team fundraising projects.
- Actively participates in and upholds the YMCA's mission to be open and accessible to everyone, regardless of financial situation or special need. Contributes time to raise funds for this worthy and necessary endeavor by supporting the Y's Annual Giving and Capital Development campaigns.

Effect on End Result

Successful performance of the job duties by the Wahoo Assistant Coach can have a major impact on the overall effectiveness with which the Riverbrook Regional YMCA and the Wahoo team accomplish their goals and objectives through:

- Ensuring strength and continuity for the overall direction of the program.
- Executing a consistent training philosophy and communication of team goals.
- Assuring high quality program delivery and positive image.
- Retaining current swimmers and inspiring new families to join the team.
- Improving the skills and performance of the individual participants.
- Allowing team members to have a positive growth experience.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fundraising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- Has competitive coaching experience.
- Holds USS/YMCA Coaches Certification
- An ASCA level 1 certification or better is desirable.
- Exhibits good teamwork skills.
- Communicates effectively with swimmers and their parents.
- Supports the YMCA, the Wilton Wahoo team philosophy, and acts as an advocate within the community.

Signature of Employee: _____

Date: _____

Signature of Department Director: _____

Date: _____