



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: Wilton YMCA Wahoo's Head Squad Coach

POSITION SUMMARY:

The Wahoo's Head Coach is responsible for carrying out all functions related to the successful program implementation of the Wahoo swim team groups he/she is assigned to.

ESSENTIAL FUNCTIONS:

Coaching

- Develops a seasonal plan for dryland and pool.
- The Head Coach must arrive 10-15 minutes prior to assigned practices and be appropriately dressed.
- Keep accurate attendance logs and records.
- Wahoo's Head Coach will also follow all the pool rules and procedures. Use pool space and equipment accordingly and put all materials and instructor equipment away after practices.
- Understand team schedules and changes.
- Communicate effectively regarding practice cancellations and other updates.
- Wahoo's Head 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.
- The Wahoo's Head Coach will never leave the team or an individual swimmer unattended for any reason.
- The Wahoo's Head Coach must keep the Director informed of any team, pool problems and or members concerns.
- Conducts practices.
- Develops meet schedules and coverage.
- Prepares swimmer evaluations and recommendations on move-ups.
- Attends required swim meets.
- Submits meet entries.
- Participate in the Bubble Up and Bubble Down events. Be a promoter for recruiting volunteers for these events.
- Holds goal meetings with swimmers.
- Exhibits a pleasant and understanding manner to the participants. Creates an environment that is welcoming and enthusiastic.
- Assists with clinics.
- Strictly adheres to the Riverbrook Regional YMCA Code of Conduct and exemplifies the YMCA Core Values of Respect, Responsibility, Caring, and Honesty.
- Observes the code of law and policies set forth by the "Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017", more commonly known as the Safe Sport Act.
- Maintains up-to-date Coaching Certifications as required for coaching all levels of Swimming.

Staff and YMCA Relations

- Trains and supervises assistant coaches in dryland and pool programs.
- Attends internal coach's meetings.
- Meets with Y staff as needed.
- Attend all staff meetings and trainings required by the YMCA
- Review all written communications with Director prior to publication.
- Assists other coaches when necessary at meets and practices.

Parent Relations

- Holds parent meetings in groups and individually. Keep accurate minutes/notes from these meetings.
- Work with 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.
- Assists with brochure development and program registration procedures.
- Responsible for social media content and postings.
- Participates in Recognition night.
- Acts as an advocate within the community for the Wahoo program.

Planning/Budget Management

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

Fundraising

- Assists with meet preparations.
- Helps to implement team fundraising projects.
- Supports the team's overall 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.

Additional Responsibilities

- 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 in order to complete job responsibilities related to the individual's participation, payment or company operations. Is expected to complete required HIPAA privacy training and maintain HIPAA compliance at all times.
- 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 Head Coach can have a major impact on the overall effectiveness with which the Riverbrook Regional YMCA and the Wahoo teams 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 Senior and Age Group coaching experience.
- Holds USS/YMCA Coaches Certification
- An ASCA level 3 certification or better is desirable.
- Exhibits good teamwork skills.
- Communicates effectively with swimmers and their parents.

Signature of Employee: _____

Date: _____

Signature of Department Director: _____

Date: _____