

**City of Macedonia  
Parks & Recreation Department Job Description**

**Job Title:** Assistant Swim Coach

**General Description of Work:** Assists Head swim coach in planning and coaching summer and winter swim teams at the recreation center.

**Supervision Received:** Receives specific supervision from the Head Swim Coach and Recreation Supervisor.

**Essential Functions:**

- Responsible for helping to organize practices and swim meets.
- Helps provide training and supervision of parent volunteers.
- Responsible for maintaining the safety of swimmers by enforcing facility rules and adhering to generally accepted standards of coaching.

**Minimum Qualifications:**

- Must be able to demonstrate all competitive swimming skills
- Skilled in planning and conduction swim practices
- Ability to maintain timely and accurate reports
- Excellent interpersonal skills to effectively work and communicate with co-workers, parents and team members
- Ability to work a flexible schedule
- Lifeguard Training, First Aid, CPR, and AED for the Professional Rescuer

**Education:**

- High school diploma, college degree preferred

**Experience:**

- Previous experience in competitive swimming preferred
- Previous coaching experience preferred

**Other:**

- Possession of a Water Safety Instructor Certification r. 2004 preferred
- ASCA Level 1, or USA Swimming certification preferred

**Work Environment:**

- The functions of this job are performed in a wet environment and will cause exposure to chemical substances such as chlorine.

**Physical Requirements:**

- Ability to see and hear.
- Ability to demonstrate in the water, all the swimming skills to be taught.
- Ability to perform a water rescue if necessary.
- Possess an audible voice for communication.
- Ability to lift equipment used in teaching.

**Pay Range:** Grade 2 – \$16.00 – \$17.29/hr.

**Employee Name (Print)** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_