

General Responsibilities

Coaching:

- Set practice schedules based on age
- Coordinate meet schedule with a minimum of 5 red league teams and 3 non-league teams
- Design and oversee training plans that meet the needs of all swim team members from beginners to advanced
- Set goals for the team, assistant coaches, and individual swimmers
- Attend all swim meets
- Evaluate and place swimmers in appropriate training groups
- Maintain memberships and certifications required by CCAA if needed

Supervising staff:

- Recruit, hire, and onboard assistant coaches and junior coaches
- Schedule coaches
- Ensure compliance of CCAA regulations regarding swim meets
- Post-swim meet: update times, points, and leaderboards
- Hold regular staff meetings to include pre and post swim meets
- Hiring and maintaining appropriate number of staff

Communication:

- Responsible for all levels of communication with parents, swimmers, assistant coaches, and board of directors
- Providing adequate time for parents and swimmers to discuss evaluations, goals, and performance
- Regular updates to the parents and team via email or team app
- Attend board meetings when requested
- Attend all CCAA meetings with team representative

Program administration:

- Promote and grow the team and recruit new swimmers
- Ensure all equipment needed for swim team is requested and purchased
- Act as the liaison between the swim team and the pool facility
- Represent the team within the greater Charleston swim community
- Establish appropriate code of conduct and expectations for swimmers, assistant coaches, junior coaches, and parents
- Work hand-in-hand with the swim parent committee

Qualifications

- Combined 5+ years of coaching and or swim team experience
- Current with all certifications required by CCAA (or the ability to become current on certifications) if needed
- CPR certified
- Outstanding leadership and motivational skills
- Extensive background in competitive swimming, stroke mechanics, and age-appropriate dryland training techniques
- Excellent communication and organizational skills
- Strong sense of personal integrity
- Experience in creating and fostering an enthusiastic team culture

Resumes should be submitted to the Parkshore Secretary at parkshoresecretary@gmail.com. Deadline to express interest and submit a resume is November 1, 2023.