



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

POCONO FAMILY YMCA JOB DESCRIPTION

Job Title: **Assistant Swim Team Coach**

Status: Part-Time

Reports to: Head Swim Team Coach

Department: Aquatics

Revision Date: 5/25/17

POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. Assists in the implementation high quality, member-focused YMCA swim team.

ESSENTIAL FUNCTIONS:

1. Directs swim team practices and swim competitions to meet the needs of the community and fulfill YMCA objectives.
2. Monitors daily practice and adheres to all state, local and YMCA health and safety regulations.
3. Assists in the marketing and distribution of program information.
4. Assists in YMCA fund raising activities and special events.
5. Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in timely manner.
6. Performs other duties as assigned in accordance with the planned Chart of Work.

YMCA COMPETENCIES (Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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:

1. High School diploma required.
2. One to two years related experience preferred.
3. Minimum age requirements of 18.
4. Within the first 30 days completion of Child Abuse Prevention; CPR; First Aid; AED; Bloodborne Pathogens.
5. Completion of YMCA program-specific and trainer certifications.
6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.

SELF-MOTIVATION & INNOVATION:

To be able to accomplish the goals set forth in this job description, the incumbent will need to possess a *will to succeed*. "What can I do to advance the Y and help it become more successful?" should be the mind-set. The heart of the position will be the ability to look past "what is" and to see "what can/should be". A high level of self-motivation and innovation/creativity is required to be successful at this position.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____