

ASSISTANT SWIM COACH
Randolph Park Riptides
Pulaski County

Department: Parks and Recreation

Supervisor Exercised: None

Supervision Received: Program and Activities Manager

Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt – Seasonal/Temporary Part-time

Age Requirement: Individual must be at least 16 years of age

REQUIRED TESTING/SCREENING AND CERTIFICATIONS: Drug & Alcohol Testing, Background Screening.

Essential Employee: No

Work Hours: Weekday, weekend, evening, and some holiday work may be required. Must be available for practices, meets, and team events throughout the season (typically mid-May through mid-July).

Benefits Eligible: No

Leave Time Eligible: No

ESSENTIAL FUNCTIONS: Supports the Head Swim Coach in leading the Randolph Park Riptides summer swim team. Assists with daily practices, swim meets, and team events, providing instruction to improve swimmers' technique, endurance, and confidence. Encourages teamwork, participation, and positive attitudes among team members. Supports safety enforcement, communicates with swimmers and parents, and helps with setup and cleanup. Acts as a positive role model demonstrating professionalism, enthusiasm, and respect. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations maybe allowed enabling an individual with disabilities to perform the essential functions.

RESPONSIBILITIES:

- Assists the Head Coach with planning and conducting daily swim practices for youth and adult swimmers

Assistant Swim Coach

- Provides individual and group instruction to improve swimmers' technique, endurance, and confidence
- Encourages teamwork, participation, and positive attitudes among all team members
- Helps organize and manage home and away swim meets, including swimmer lineups and timing assignments
- Supports the enforcement of all pool safety and facility rules
- Communicates effectively with swimmers, parents, and staff regarding team expectations and upcoming events
- Assists with setup and cleanup of practices and meets
- Serves as a positive role model for swimmers, demonstrating professionalism, enthusiasm, and respect

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of competitive swimming strokes and techniques
- Ability to lead, motivate, and instruct youth in a supportive and positive manner
- Good communication and organizational skills

ADA REQUIREMENTS: Ability to remain stationary at a desk or poolside; operate basic equipment; read, write, and exchange information; move and stand for extended periods; and work outdoors in varying weather conditions.

EDUCATION AND EXPERIENCE & JOB REQUIREMENTS:

- Prior swim team experience preferred (as a participant, coach, or instructor).
- Current CPR and First Aid Certification preferred
- Lifeguard Certification preferred

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date