

HEAD SWIM COACH
Randolph Park Riptides
Pulaski County

Department: Parks and Recreation

Supervisor Exercised: None

Supervision Received: Assistant Parks & Recreation Director

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 18 years of age

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

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: The Head Swim Coach oversees all practices and meets for youth and adult swimmers, developing training programs to enhance skills, endurance, and team spirit. They provide hands-on instruction, supervise staff and volunteers, ensure safety by enforcing rules, maintain records, and communicate with parents and staff. 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:

- Planning, organizing, and leading all swim team practices and meets for youth and adult participants

Head Swim Coach

- Developing and implementing age-appropriate training programs that focus on skill improvement, endurance, and team spirit
- Providing hands-on instruction in stroke technique, starts, turns, and race strategies
- Supervising assistant coaches, volunteers, and swimmers during all practices, meets, and team events
- Collaborating with the Parks and Recreation Assistant Director on scheduling, communications, and meet logistics
- Ensuring the safety and well-being of all participants by enforcing water safety standards and facility rules
- Maintaining accurate records of attendance, meet results, and team performance
- Communicating effectively with parents, swimmers, and staff regarding schedules, expectations, and progress
- Representing Pulaski County Parks and Recreation and the Randolph Park Riptides in a professional and positive manner at all times

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to lead, motivate, and instruct youth and adults supportively
- Excellent 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:

- Proficiency in competitive swimming techniques and training methods
- Current CPR, First Aid Certification preferred
- Lifeguard Certification (or ability to obtain prior to the start of the season)

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