

**SUNRISE RECREATION AND PARKS DISTRICT
CLASSIFICATION SPECIFICATION**

JOB TITLE: **Assistant Swim Coach I/II
(Part-time Seasonal)**

DIVISION: **Recreation and Community Services**

CLASS DEFINITION:

Incumbents in the Assistant Swim Coach classification assist with the planning, scheduling and organization of an aquatics swim team; assist with the supervision of pool facilities during team workouts and/or swim meets by maintaining vigilance of the pool, water, deck and other areas of the facility; insure the safety of all pool visitors through enforcement of pool rules and regulations; perform swimming rescues, first aid, and CPR as needed; prepare swimmers of all ages physically and mentally for competition and coach and instruct participants in a variety of competitive swimming techniques and skills; activates the District's emergency action plan and makes 911 calls as appropriate; provide responsible administrative support to team management and activities; assist with the coordination of volunteers; and perform related work as assigned or required.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Assistant Swim Coach I or II classification are part-time seasonal employees and may not advance to permanent status in any District job classification. Hours of work vary based on the staffing needs of the District. These classifications are distinguished from the WSI-certified Lifeguard II which plans and conducts swim and water safety classes for members of the public; provides guidance to less experienced lifeguard staff; works to insure the safety of all pool visitors during public swim, special events and swim lessons and performs all of the duties of a Lifeguard I.

Assistant Swim Coach I is the entry level in the job series. Incumbents initially perform more routine coaching and coordination activities. As experience and proficiency are gained, assignments become more varied and complex and the level of independent action increases within established guidelines. Assignments may be subject to frequent review while in progress and upon completion.

This class is distinguished from the journey level Assistant Swim Coach II by the more routine nature and limited complexity of work assignments and the level of supervision received.

Assistant Swim Coach II is the journey level class in the job series. Under limited supervision within a framework of established policies and procedures, incumbents are fully competent to exercise judgment in interpreting and explaining policies and procedures and in determining appropriate actions required to address more complex issues and problems. Assistant Swim Coach II is often assigned the lead in planning and running assigned practices. Assignments are given in general terms and are subject to periodic review while in progress and upon completion. There is some latitude for independent judgment and action.

This class is distinguished from the entry-level Assistant Swim Coach I class by the increased complexity of assignments and level of independence with which assignments are performed. This classification is further distinguished from the Head Swim Coach I/II classifications which have full responsibility for the planning, scheduling, supervision, and public relations relative to the safety and success of a synchronized swim team and its participants.

SUPERVISION RECEIVED/EXERCISED:

The Assistant Swim Coach I/II classifications receive general to limited supervision from a Head Swim Coach I/II and/or a Recreation Services Manager or Recreation Coordinator. Incumbents in these classifications do not supervise or direct the work of others, but may perform the daily duties of the Head Coach I/II in his/her absence.

EXAMPLE OF ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Tests water chemicals prior to pool use to ensure the safety of swimmers and staff and sets up all necessary pool and safety equipment including kickboards, lane lines, pool covers, fins and pace clocks.
- Prepares daily practice/workout sets for swimmers and swim meet entries, including relays and individual events; keeps accurate records of meet results, time and scores for each team member.
- Assists with new swimmer tryout procedures; monitors swimmers during practices and watches for off task swimmers and potential health and safety concerns.
- Encourages swimmers to practice correct stroke techniques and provides corrective feedback on stroke techniques.
- Maintains discipline and orderly conduct among swimmers and patrons by enforcing all facility rules and District policies.
- Promotes and enforces water safety procedures; rescues and resuscitates drowning persons as needed; and provides care using the latest American Red Cross techniques in lifeguarding, first aid and cardiopulmonary resuscitation (C.P.R) to persons in need of assistance.
- Responds to parental inquiries and concerns raised during the course of the season.
- Attends all swim team social and special events; recommends awards
- Completes accident and incident reports, time cards and other reports and records as required by policy and/or regulation.
- Maintains the cleanliness and orderliness of the pool area; and cleans all pool and deck equipment after practices and swim meets.
- Performs other job-related duties as required.

EMPLOYMENT STANDARDS:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical path to obtain the required knowledge and abilities would be:

Education and Experience Guidelines:

Assistant Swim Coach I: Must be at least 16 years of age, have completed the 10th grade and have at least one year of experience equivalent to that of a Lifeguard I with the District; or experience coaching, teaching, or volunteering in competitive and/or recreational sports.

Assistant Swim Coach II: Must be at least 18 years of age and/or have completed the 12th grade and have at least one years of experience equivalent to that of an Assistant Swim Coach I with the District.

Knowledge of:

- principles and techniques of competitive swimming
- coaching practices and methods
- current and preventive lifeguarding techniques
- principles and practices of water safety and swimming rescue techniques
- proper competitive stroke mechanics
- principles and techniques of first-aid and CPR
- materials and equipment used in competitive swimming activities
- principles and techniques of effective interpersonal communication, public relations and customer service

Ability to:

- swim with proficiency and endurance
- coach and encourage swimmers during practices and swim meets
- prevent accidents and perform swimming rescues, C.P.R and first aid
- assist with the organization of team practices and meets
- work with limited supervision
- understand and follow oral and written instructions
- know and interpret District and program policies and procedures
- effectively communicate orally and in writing
- exercise tact, judgment and patience in dealing with team participants, volunteers, members of the public and other District staff
- establish and maintain effective work relationships with people of all ages during the performance of work duties
- prepare and maintain a variety of written reports, materials and records
- maintain the cleanliness and organization of the aquatic facility
- perform essential duties of job without causing harm to self or others

Assistant Swim Coach II

(In addition to the knowledge and abilities listed above)

- must be able to perform duties with limited supervision
- must have knowledge of principles and practices of recreational swim league meets including seeding and judging

Licenses/Certification Required:

- A current American Red Cross Water Safety Instructor certificate preferred
- A current American Red Cross Lifeguard Training certificate
- A current American Red Cross CPR/AED for the Professional Rescuer certificate
- A current American Red Cross Title 22 First Aid for Public Personnel certificate

WORKING CONDITIONS:

Environmental Conditions:

The essential duties of this job are primarily performed in an outdoor environment, on slippery wet surfaces with exposure to varying climate and temperature conditions, including exposure to sunlight; with continuous contact with facility patrons and frequent contact with other District staff; with hands and body immersed in water; and with daily exposure to constant loud noise and chemicals in the air, water and on the skin. Some essential duties, such as cleaning restrooms and completing paperwork are performed indoors. Incumbents work various shifts including weekends.

Physical Conditions:

Essential duties of this job require the ability to frequently: sit for extended periods; use both hands, legs and feet to climb ladders, stoop, kneel, crouch, reach, stand, swim and walk; maintain body equilibrium to prevent falling on wet, slippery surfaces; use finger dexterity; grasp objects using fingers and palm of hand; feel the attributes of objects by touch; speak to verbally exchange information; hear to receive detailed verbal information; see to within one to twenty feet and differentiate basic colors and shades of color; use hands and arms to reach in any direction; and on a daily basis lift objects weighing up to 30 pounds, carry objects weighing between 5 to 10 pounds; push objects weighing between 15 and 20 pounds, pull objects weighing up to 20 pounds and reach for objects weighing up to 5 pounds; occasionally submerge up to 13 feet of water; and rarely move objects weighing over 50 lbs.

OTHER:

FLSA STATUS: Non-Exempt

Note: The above statements are intended to describe the general nature and level of work performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.