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## PIEDMONT FAMILY YMCA

Job Title: Head Swim Coach  
FLSA Status: Exempt  
Reports to: Branch Executive Director

Revision Date: 2-3-2017

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### POSITION SUMMARY:

The Charlottesville YMCA Aquatics Club (CYAC) Head Swim Coach develops, organizes and executes a high quality, member-focused YMCA Competitive Swim program. This position will implement both Short Course and Long Course competition with YMCA and USA Swimming opportunities. This year-round program will be based at the Brooks Family YMCA 10 lane/25 yard competition pool opening June 2017.

CYAC began in 1977 and currently has 250 swimmers. It is the largest YMCA swim team in Central Virginia. Many of CYAC's athletes are nationally ranked both in YMCA and USA Swimming. In 2016, CYAC was the National Virtual YMCA Meet Champion, winning the overall Boys and Girls titles (out of 153 teams and 8,498 swimmers).

CYAC is located in Charlottesville, Virginia. Numerous publications have consistently ranked Charlottesville one of the best places to live in the U.S.

### ESSENTIAL FUNCTIONS:

1. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed.
2. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
3. Ensures records of staff certifications are current and complete.
4. Designs and implements a comprehensive year-round training program.
5. Monitors daily swim team activities to adhere to all state, local and YMCA health and safety regulations.
6. Secures and schedules pool facilities as needed. Maintains accurate records of rental time and reviews bills in a timely manner as they are presented.
7. Creates practice groups and schedules swim team practices and meets.
8. Attends the highest level of competition and sees that all swim meets are attended by team coach.
9. Oversees individual and team meet entries.
10. Supervises athletes at meets.
11. Establishes motivational protocols and goal setting process for swimmers.
12. Sets attendance and discipline policies for swimmers.
13. Maintains office hours.
14. Attends all pertinent meetings (team, LSC, YMCA, etc.)
15. Assists in the marketing and distribution of program information to include website, meet information, team information (team records and achievements).
16. Oversees the purchase of training equipment for both pool and dryland training.

17. Assists with CYAC fundraising.
18. Develops and monitors program budget to meet fiscal objectives.
19. Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner.
20. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.

### **REQUIRED QUALIFICATIONS:**

1. Bachelor's degree in related field or equivalent.
2. ASCA Level 5/4 Achievement.
3. Competency with Team Manager and Team Unify software platforms.
4. Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.
5. Completion of YMCA program-specific and trainer certifications (list).
6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

### **COMPENSATION / BENEFITS**

Salary will be dependent on the experience and expertise of the applicant and will be very competitive on a national basis. In addition, the Piedmont Family YMCA offers benefits that include health insurance, retirement plan, and paid time off.

### **PHYSICAL DEMANDS**

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

### **APPLICATION PROCESS**

All interested applicants should submit a cover letter and resume to Mr. James Hargrove, Director, Piedmont Family YMCA, via email address: [hargrovej1@comcast.net](mailto:hargrovej1@comcast.net)