



Job Title:	Director of Competitive Swimming and Diving
Reports To:	Team Board of Directors

Organization Profile:

The North Penn Aquatic Club is a non-profit, year-round, competitive swim and dive team. Our team consists of approximately 200 swimming and diving athletes. The team participates in Suburban Aquatic League, Mid-Atlantic USA Swimming. The competitive program consists of developmental, intermediate and advanced athletes.

Job Description:

The Director of Competitive Swimming and Diving is expected to provide leadership, plan, organize, and be responsible for a comprehensive and competitive year-round swim program as well as present an enthusiastic professional looking Team. This position reports to the Team Board of Directors.

Job Duties and Responsibilities:

- Design, implement and maintain a season plan for the entire competitive team that is shared and communicated with all club members annually.
- Development of lower-level to elite swimmers, teaching appropriate progressive swimming techniques necessary for successful swim meet participation - proper stroke mechanics and breathing, starts, turns, finishes and conditioning through utilization of water practice, as well as dry-land training.
- Enables swimmers to develop and improve their technical skills, build endurance, and orient to competition in an organized, fun, challenging and supportive environment.
- Know, respect and abide by all USA Swimming and SafeSport regulations and policies, and ensure swimmer and coach compliance.
- Create and maintain a positive learning environment and team culture. Foster team unity and sportsmanship.
- Hire, mentor and supervise assistant coaches; evaluate progress, give constructive feedback, and ensure assistant coaches are fulfilling job functions and making a positive contribution to the team culture and the development of individual swimmers.
- Provide goal setting objectives and feed to provide direction, enhance motivation, and build confidence. Demonstrate respect and appreciation for both effort and positive results.
- Establish and maintain a positive and professional working relationship with parents, officials, coaches from other clubs, and Board Members.
- Demonstrate mature judgment, reliability, and ethical behavior including punctuality, confidentiality, and ability to function in a multi-task environment.
- Assure the operation of a safe and effective aquatic environment.
- Consult with the Team Board of Directors to ensure a timely completion of meet entries and registrations. Advise head and assistant coaches to ensure swimmers are participating in a variety of events at meets.
- Promptly communicate with swimmers and parents to provide meet information, results, and feedback.
- Facilitate meetings with swimmers to discuss goals, progress, areas for improvement, and concerns.
- Ensure a safe, clean, and organized pool area. Communicate any areas of concerns to the Aquatics Director.
- Attend and participate in all team sponsored social events.
- Complete all other duties and projects as assigned by the Team Board of Directors.



Experience/Requirements:

- A minimum of four consecutive years of previous coaching experience with USA Swimming or other organization within the past five years to include two years' experience as a Head Coach, Lead Coach, or the like, at the discretion of USA Swimming Sport Development Staff.
- Current USA-Swimming certifications including SafeSport, Concussion Protocol Training, Safety Training for Swim Coaches, Water Safety Instructor, and coaching membership in good standing.
- Attend all scheduled practices; assist/guide coaches with practice; give instruction and feedback on training and technique.
- Passionate about aquatics, and the teaching and development of athletes.
- Maintain professional relationships with coaches, athletes, and their families.
- Possess strong problem-solving skills, with the capacity to act rational and calmly in all situations.
- History of coaching kids to Junior Nationals preferred.
- Extensive knowledge of stroke mechanics, strategies, and techniques for competitive swimming.
- Experience and/or degree associated with developmentally appropriate teaching and instructional techniques.
- Proficient use of Meet Manager / Team Manager / Team Unify software.
- Current certifications from the Red Cross or other equivalent agency: Lifeguard / First Aid / Adult & Pediatric CPR and AED.
- Must pass all required background checks.

Disclosure Statement:

Job descriptions assist organizations in ensuring that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

North Penn Aquatic Club is an Equal Opportunity Employer.

Please send cover letter and resume by March 1st to:

Jill Wenzel

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