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| Insert Club Logo | COACHJob Description |

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| Position |  |
| Immediate Supervisor |  |
| Direct Reports |  |
| Employment Status |  |
| Salary |  |

**Background:**

(INSERT CLUB) is a local organisation that represents swimming - helping to ensure every member swims to their potential. (INSERT CLUB) is a well-established club that has swimmers that range from junior recreational to senior regional level swimmers. The position requires the applicant to develop and coordinate the squad program so that this excellence is continued.

The vision of the (INSERT CLUB) is (INSERT VISION IF APPLICABLE) and our mission is (INSERT MISSION IF APPLICABLE).

**Position Summary:**

We are seeking an enthusiastic, motivated and dedicated coach to contribute to the further development and growth of the (INSERT CLUB) programme. It is envisaged that the successful applicant would have or be able to quickly gain the respect of the (INSERT CLUB) swimmers and key stakeholders.

**Responsibilities:**

The coach will:

* Develop the annual and long term training plan
* Design individual and group training programmes
* Lead in the delivery and execution of daily training programmes in accordance with the annual and long term training plan
* Run and direct sessions
* Have involvement in running and implementing the dry land programme
* Manage part-time and casual assistant coaches
* Lead on and work with the committee to establish an environment that fosters positive team attitudes, encourages self-discipline, sportsmanship and responsibility
* Attend competitions and camps as required
* Undertake administrative tasks as necessary
* Liaise with performance providers to coordinate the support given to the programme
* Produce documentation on results, reports and presentations to support the role as required

**Performance Measures:**

The (INSERT CLUB) Programme Coach’s performance will primarily be measured against the following criteria:

* Achievement of agreed specific KPI targets outlined in Key Tasks / Activities / Responsibilities and performance reviews
* Effective internal and external stakeholder management

**Key Selection Criteria:**

**Skills and abilities**

* Experience in developing and leading a team to deliver a season and session plan
* Strong communication skills, both oral and written
* Staff management experience
* Understanding of the relationship between coach, club committee and facility owner in swimming club environment desirable
* Have sufficient management skills to assist and/or lead a group of athletes and deliver a successful and continually evolving programme

**Personal attributes**

* An effective team player with excellent interpersonal skills
* Ability to work autonomously
* Has solid professional boundaries and standards

**Qualifications and experience**

* Minimum Bronze (OR CHANGE TO SUIT YOUR LEVEL) level coaching accreditation
* Current NZSCTA member
* Current CPR/First Aid certificate
* Working with children check

**Application Process**

Applications must follow the outline provided below to be considered:

* A cover letter outlining your experience in delivering against each of the Key Selection Criteria (including examples)
* Current Curriculum Resume
* Applications must be submitted via email to (INSERT CLUB EMAIL ADDRESS) in one Microsoft Word or PDF document.

Applications close (INSERT DATE)– late applications will not be accepted.

**Enquiries**

If you would like further information regarding the position please contact:

(INSERT CLUB CONTACT NAME)

Phone: (INSERT PHONE NUMBER)

Email: (INSERT EMAIL ADDRESS)

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| Insert Club Logo | COACHJob Description |

**Job Title:** Head Coach

**Reports to:** President

**About Us:**

(INSERT CLUB) is a local organisation that represents swimming - helping to ensure every member swims to their potential. (INSERT CLUB) is a well-established club that has swimmers that range from junior recreational to senior regional level swimmers. The position requires the applicant to develop and coordinate the squad program so that this excellence is continued.

**Key Roles & Responsibilities**

* To drive and implement a coaching strategy
* Adopt a holistic view to the on-going success, and achievement of strategic objectives
* Plan the Club’s pool and dry-land training programmes with identified training phases that are recognised and deliverable by all appointed coaching staff
* Coordinate pre-season and in-season training/development programmes (skills, strategy and physical preparation) in consultation with all Club appointed coaches, specialists and swimmers
* Promote and support individual swimmer Personal Development programs and initiatives
* Attendance at regional/national development opportunities to develop knowledge in coaching space
* Operate within the agreed budget
* Travel to competitions when required

**Skills Required**

* Ability to create an environment for swimmers to thrive and have success
* Ability to identify talented swimmers
* A commitment to the values and behaviours of the Club
* Able to publicly represent the Club
* Experience of working collaboratively with others
* A patient, positive and encouraging manner with children
* Good organisational skills
* Must hold a Working with Children Check
* Must be a current NZSCTA member
* Minimum Bronze (OR CHANGE TO SUIT YOUR LEVEL) level coaching accreditation

**Time**

20-25 hours a week (OR CHANGE TO SUIT)

**Other**



**Role Checklist**

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| **Qualifications** | **Essential** | **Desirable** | **√** |
| Completion of Year 12 Education | **√** |  |  |
| Minimum Bronze coaching accreditation | **√** |  |  |
| Valid Working with Children Check | **√** |  |  |
| Valid Driver’s Licence and registered vehicle to attend training & meets | **√** |  |  |
| Recognised First Aid Qualification |  | **√** |  |
| **Professional Experience and Skills** | **Essential** | **Desirable** | **√** |
| Experience of planning and delivering Swimming Coaching sessions at a high level | **√** |  |  |
| Experience of working with swimmers with a wide variety of ages | **√** |  |  |
| Experience of mentoring, supporting and encouraging Coaches | **√** |  |  |
| An understanding of Child Protection | **√** |  |  |
| An understanding of Health and Safety | **√** |  |  |
| **Personal Qualities** | **Essential** | **Desirable** | **√** |
| Excellent communication and interpersonal skills | **√** |  |  |
| Ability to develop and implement high quality and varied coaching sessions |  | **√** |  |
| Ability to work efficiently on own initiative |  | **√** |  |
| Excellent planning and organisational skills | **√** |  |  |
| Ability to monitor and evaluate own coaching sessions | **√** |  |  |
| Committed to continuous Professional Development | **√** |  |  |
| Committed to equal opportunities | **√** |  |  |
| Supports {Club Name}’s vision and represent the Club publicly in an appropriate manner. | **√** |  |  |

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| Insert Club Logo | ASSISTANT COACHJob Description |

**Reports to:** Head Coach

**Overall Objective:** To provide professional, effective and safe coaching of club members, ensuring that the Club’s objectives are attained**:**

* Membership growth
* Competitive success
* Enjoyment and a “Team Ethic” amongst club swimmers
* Financial stability

**Target Dimensions**

**(20xx)** Membership: 0000

Regional representatives: 0000

Regional medals: 0000

National representatives: 0000

# Responsibilities The effective coaching of club swimmers, as directed by the Head Coach, that ensures the efficient use of the Assistant Coaches’ time, knowledge and skills. Training squads will be set by the Head Coach and reviewed from time to time by the Committee.

# Effectively communicate with swimmers and parents / caregivers.

# With the help and involvement of the Head Coach, prepare a “Personal Development Plan” that includes the following:

# Training and professional development plan

# Coaching objectives related to particular squads that are assigned to the assistant coach. These objectives will be developed with the Head Coach and will be based on measurable and meaningful goals.

* Identification of areas of strength with a plan to continually improve
* Identification of areas of weakness with a plan to continually improve and develop, with milestones
* Personal objectives with an action plan for their achievement

This plan will be presented (and approved) to the Committee by the Head Coach.

Assist the Head Coach in maintaining true and correct training and attendance records that will be available to the committee to review.

Attend Swim Meets as and when required by the Head Coach.

Maintain, follow and uphold the Club’s Discipline Procedures, ensuring acceptable behaviour of all members, both at training and meets.

Carry out other duties as and when required by the committee.