



Parks & Recreation

TITLE: Head Swim Coach
DEPARTMENT: Parks and Recreation
REPORTS TO: Recreation Superintendent

SUMMARY OF POSITION:

Provide leadership and be a good role model for assistant coaches and swimmers on Webster Waves Swim & Dive Team, while providing an environment to teach stroke instruction and to train for competition in a fair, family fun sports atmosphere. Represent the City of Webster Groves in the Municipal Swim and Dive League in a professional manner.

ESSENTIAL JOB DUTIES:

Pre-Season Duties

- * Meet with Assistant Coaches to share expectations and conduct.
- * Organize registration with help of Parent Reps. Coach attends registration and/or pre-season meeting to answer questions.
- * Arrange practice schedules for the team
- * Select team suit and team wear with help of older kids and Team Reps.(B&B Aquatics)

Season Duties

- * **Be present at and punctual to all practices and swim meets**
- * Set schedule for, assign responsibilities and supervise assistant coaches
- * Responsible to coordinate payroll of coaches with Recreation Superintendent
- * Assist with putting in and removing starting blocks at practices and meets.
- * Run daily workouts, addressing the needs of each of the varied groups of swimmers, novice level through year-round competitive; Teach and prepare the team for dual meets and conference meet competitions; Make effort to include all swimmers in the program and ensure that all are given an opportunity to compete.
- * Organize the swim team for meets; Track meet sign-ups and participation
- * Be responsive to the swim team parents, Team Representatives and Recreation Superintendent
- * Monitor safety at all times for swim team members/including practice and meets
- * Update and maintain team information and communication lines as necessary.
- * Maintain family mailbox system with help of Team Reps.
- * Prepare meets, conference entries and line-ups, abiding by League by-laws. Assist with computer programs (Team Unify and Meet Manager) when necessary
- * Coach from a standing position from behind the blocks or at the end of the swim lanes
- * Sort and distribute ribbons morning after the meets with the help of volunteers
- * Maintain and update pool and team records
- * Help plan and attend awards banquet and end-of-season pool party; prepare awards for ceremony.

Wage: \$16/hour (approximately 20-30 hours per week)

The above job description is illustrative and not intended as a complete itemization of all duties to be performed by the employee occupying this position. Employee may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with ADA.

Created 2/1/21



Parks & Recreation

TITLE: Assistant Swim Coach
DEPARTMENT: Parks and Recreation
REPORTS TO: Recreation Superintendent

SUMMARY OF POSITION:

Provide leadership and be a good role model for and swimmers, while providing an environment to teach stroke instruction and to train for competition in a fair, family fun sports atmosphere. Represent the City of Webster Groves in the Municipal Swim and Dive League in a professional manner.

ESSENTIAL JOB DUTIES:

Pre-Season Duties

- * Coaches attend registration and/or pre-season meeting to answer questions.
- * Meet with Head Coach to determine expectations and conduct

Season Duties

- * **Be present at and punctual to all practices and swim meets**
- * Turn in payroll hours to Head Swim Coach
- * Assist with putting in and removing starting blocks at practices and meets.
- * Assist with daily workouts, addressing the needs of each of the varied groups of swimmers, novice level through year-round competitive; Teach and prepare the team for dual meets and conference meet competitions; Provide feedback to Head Coach to assist in meet event assignment
- * Be responsive to the swim team parents, Team Representatives and Recreation Superintendent
- * Monitor safety at all times for swim team members/including practice and meets
- * Maintain family mailbox system with help of Team Reps.
- * Prepare meets, conference entries and line-ups, abiding by League by-laws. Assist with computer programs (Team Manager and Meet Manager) when necessary
- * Coach from a standing position from behind the blocks or at the end of the swim lanes
- * Assist with award winner selection
- * Attend awards banquet and end-of-season pool party.

Wage: \$11/hour (approximately 16-24 hours per week)

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Created 2/1/21



Parks & Recreation

TITLE: Assistant Dive Coach
DEPARTMENT: Parks and Recreation
REPORTS TO: Recreation Superintendent

SUMMARY OF POSITION:

Provide leadership and be a good role model for divers on Webster Waves Swim & Dive Team, while providing an environment conducive to dive instruction and to train for competition in a fair, family fun sports atmosphere. Represent the City of Webster Groves in the Municipal Swim and Dive League in a professional manner.

ESSENTIAL JOB DUTIES:

Pre-Season Duties

- * Meet with Head Dive Coach to share expectations and conduct.
- * Organize registration with help of Parent Reps. Coach attends registration and/or pre-season meeting to answer questions.

Season Duties

- * **Be present at and punctual to all practices and dive meets**
- * Responsible to turn in hours to Head Dive Coach for payroll
- * Assist with setting up for meets and managing divers during meet.
- * Run daily workouts, addressing the needs of each of the varied groups of divers, novice level through year-round competitive; Teach and prepare the team for dual meets and conference meet competitions; Make effort to include all divers in the program and ensure that all are given an opportunity to compete.
- * Organize the dive team for meets
- * Be responsive to the dive team parents, Dive Team Representative and Recreation Superintendent
- * Monitor safety at all times for dive team members/including at practice and meets
- * Prepare dual meet dive sheets and conference entries, abiding by League by-laws
- * Coach from a standing position at the side or back of the dive well
- * Sort and distribute ribbons morning after the meets with the help of volunteers
- * Help plan and attend awards banquet and end-of-season pool party; prepare awards for ceremony.

Wage: \$11/hour (approximately 16-20 hours per week)

The above job description is illustrative and not intended as a complete itemization of all duties to be performed by the employee occupying this position. Employee may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with ADA.