



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

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**TITLE:** Swim Coach  
**STATUS:** Part-time, Non-exempt  
**REVISED:** Dec-24

**DEPARTMENT:** 05-Aquatics  
**REPORTS TO:** Aquatics Director  
**BRANCH:** Pabst Farms

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#### **POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. Provide coaching that allows participants to work toward achieving their highest individual potential and gain positive experiences in a manner that that embodies YMCA core values and positively represents our Y.

#### **QUALIFICATIONS:**

- 16 years of age or older.
- Demonstrated ability to teach development of swimming skills.
- Previous experience & success coaching swimmers, preferred.
- Willingness to attend meetings, training, and obtain additional certification as requested.

#### **PHYSICAL DEMANDS:**

Ability to perform all physical aspects of the position, including leading classes, walking, standing, bending, reaching, and lifting in and out of water.

#### **WORK ENVIRONMENT:**

Individuals in this job will be subject to loud, humid, and hot facilities.

#### **ESSENTIAL FUNCTIONS:**

- Provide leadership to multiple training squads by developing workouts that are ability appropriate for each squad.
- Coach individual swimmers on proper stroke techniques and the progression of swimming, encouraging each participant to reach their potential.
- Maintain accurate and up-to-date records, as assigned, including but not limited to attendance, practice logs, meet entries, and awards.
- Attend coaches meetings and meets as assigned.
- Develop relationships and maintain open communication with swimmers and guardians.
- Ensure preparations are complete and begin and end practices according to set schedule.
- Ensure athletes clean-up and put materials away after practice.

**YMCA COMPETENCIES (Leader):**  
Advancing Our Mission & Cause

- Recognizes and articulates that the Y is a not-for-profit, charitable organization committed to serving the entire community.
- Seeks to understand and support change efforts.
- Shows appreciation and respect for the time, talent, and contributions of all volunteers.
- Serves others by intentionally welcoming, connecting, and supporting them, and inviting them to get involved and give back to the community.

**Building Relationships**

- Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.
- Creates a safe environment in which others feel welcome and respected.
- Embraces all dimensions of diversity (i.e., ability, age, culture, ethnicity, faith, gender, income, national origin, race, religion, sexual orientation, socio-economic status, etc.) by treating all people with dignity, compassion, and respect.

**Leading Operations**

- Responds to challenges with possible solutions in a timely manner.
- Acts responsibly with the Y’s resources, following all budgeting policies and procedures and reporting irregularities immediately.
- Serves with purpose and passion.
- Explores new ideas, remaining open to new ways of thinking and approaching problems.
- Delivers a high-quality experience to members, participants, or project teams.

**Developing & Inspiring People**

- Proactively shares information, experiences, lessons learned, and suggestions to help others be more successful.
- Solicits and is open to informal learning opportunities to gain insight (e.g., performance feedback, coaching, and stretch assignments).
- Acts in alignment with personal and organizational values in all situations.
- Remains calm and objective when under pressure or when challenged by others.
- Acts in alignment with personal and organizational values in all situations.

**DISCLAIMER:**

Other duties may be assigned to this position at the discretion of the reporting supervisor. Performance evaluation, based on essential functions and competencies, will be conducted annually.

By signing this description, I acknowledge that I possess all qualifications stated and am able / unable (circle one) to perform all essential functions without special assistance.

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Employee Signature

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Date