

Shasta Family YMCA Job Description

Job Title: **Assistant Swim Coach**

Date: August 31, 2026

Department: Aquatics

Supervisory: No

Reports to: Head Swim Coach/ Aquatics Management Team

FLSA Status: Non-Exempt, PT

POSITION SUMMARY:

The Assistant Swim Coach is responsible for assisting the Head Coach and Coaching Team with organizing the Sharks Swim Team. Position conducts practice, motivates athletes, and instructs athletes in strategies and techniques. The ideal candidate possesses outstanding leadership and motivational skills with a strong sense of personal integrity and can function as a part of a coaching team and overall Aquatics team.

ESSENTIAL JOB FUNCTIONS:

1. As part of the Aquatics Coaching Team, the Assistant Coach instructs athletes on rules, regulations, and techniques of the sport.
2. Plan and lead group and individual practices in a way that reflects your personal coaching style, while aligning with the team's overall goals, culture and structure.
3. Directly responsible for leading assigned group(s).
4. Assess swimmers' skills, monitor performance during practices and meets, and work as a team with the coaching staff to develop a strategy to help athletes meet their individual goals as well as team goals.
5. Maintain regular and timely attendance and arrange for a substitute if you plan to be absent.
6. Deliver practices with high energy and a positive attitude.
7. Ensure all practice changes, pool closures, upcoming activities, and competitions are clearly communicated with other coaches, athletes, their guardians, Y staff, and members.
8. Provide first aid and CPR as required; respond appropriately to emergencies according to facility Emergency Action Plans.
9. Foster a welcoming environment for new athletes with the goal of swimmer retention.
10. Submit regular and accurate time and expense reports.
11. Enforce facility and team rules.
12. Fill in for other members of the coaching staff as needed.
13. Develop and follow a comprehensive season plan, that aligns with the overall team goals, culture and structure. This process will result in a discussion with the head coach & coaching team to ensure alignment across the entire team.
14. Ensure completion of all required training and certification per Shasta Family YMCA, USA Swimming, USMS, and governing body requirements.
15. Provide information and attend meetings as necessary to facilitate effective communication across departments.
16. Attend and fully participate in all pertinent staff meetings, trainings, team functions & events.
17. Represent the Shasta Family YMCA at and actively participate in USA Swimming or USMS activities when required.

COACHING & TEAM RESPONSIBILITIES:

1. Develop and implement age-appropriate training programs for swimmers, emphasizing skill development, technique, and performance improvement.
2. Collaborate with the Head Coach and assistant coaches to plan seasonal, weekly, and daily workouts aligned with team goals.
3. Lead team practices using the established curriculum, fostering an environment of support, personal growth, and team unity.
4. Prepare swimmers for local and travel meets through strategic training and mental preparation.
5. Provide consistent, constructive feedback and ensure proper technique, training intensity, and conditioning.
6. Track athlete progress and recommend advancement opportunities to the Head Coach and the rest of the coaching staff.
7. Lead daily practices with clear instruction and encouragement, reinforcing team culture and values.

STAFF RESPONSIBILITIES:

1. Work closely with coaching staff to maintain consistent training philosophy across groups.
2. Model and promote a positive, inclusive, and respectful team culture.
3. Communicate clearly and consistently with swimmers, parents, and other staff.
4. Use positive, effective motivation strategies for athlete development and team morale.

5. Educate swimmers and parents on team expectations and competitive swimming etiquette.
6. Maintain good standing as a USA Swimming coach member.

TEAM TRAVEL & ASSIGNED MEET RESPONSIBILITIES:

1. Attend swim meets as assigned, overseeing warm-ups, entries, and athlete readiness.
2. Supervise athletes at meets, ensuring a safe, focused, and positive experience.
3. Offer real-time feedback and post-race coaching for improvement and encouragement.
4. Promote good sportsmanship and team spirit at all events.
5. As part of the Coaching Team, identify and prepare athletes for championship-level competition.

COMMUNICATION WITH TEAM FAMILIES:

1. Serve as the primary point of contact for the families of the group(s) you lead.
2. Maintain open and professional communication with families regarding practice schedules, meet logistics, and team activities.
3. Respond promptly to parent emails, calls, and inquiries with professionalism and clarity.

QUALIFICATIONS

1. Current American Red Cross Lifeguard Certification. (Or the ability to maintain one within 90 days of employment.)
2. USA Swimming or USMS Coaching Certification.
3. Training in Concussions, Athlete Protection, Foundations of Coaching, Safe Sport and other required certifications.
4. Willingness to earn an ASCA certification within one year.
5. Experience coaching novice swimmers (youth, adults and/or swim lessons).
6. Strong core values that include respect, trust, and integrity.
7. Must pass a background check.
8. 1–3 years of experience in club, high school, or collegiate swim coaching.
9. Basic computer skills and willingness to learn new platforms.
10. Passion and enthusiasm for competitive swimming and a desire to grow professionally within our Y.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Maintain physical and mental readiness to respond to emergencies.
2. Understand the structure and flow of a swim practice.
3. Proficient with timing tools (pace clock and stopwatch).
4. Act calmly and effectively in emergencies.
5. Administer CPR and First Aid as needed.
6. Communicate clearly in both verbal and written formats.
7. Ability to foster positive, engaging athlete-coach relationships.

WORK ENVIRONMENT AND PHYSICAL EFFORT

1. This is a non-smoking workplace.
2. Work is performed primarily on the pool deck in both indoor and outdoor environments.
3. Must be able to hear distress signals, observe swimmers, and act quickly.
4. Physical demands include standing, walking, lifting up to 50 lbs, and enduring hot or cold conditions.
5. Schedule may include early mornings, evenings, weekends, and travel with occasional overnight stays.
6. Office work required periodically.
7. Other Duties as assigned.

*****Coaching Duties may change by season according to the needs of the team**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Assistant Coach: _____

Date: _____

Head Coach: _____

Date: _____

Aquatic Director: _____

Date: _____