Head Swim Coach  
Temescal Aquatic Masters

Job Description

The Head Swim Coach (Head Coach) position is a part-time, year-round position based in Oakland, CA. The Head Coach will be expected to coach a minimum of three practices weekly and dedicate approximately six to eight hours monthly toward administrative duties. The Head Coach reports directly to the Board of Directors.

A key leader of our team, the Head Coach should be an experienced coach and swimmer. The Head Coach serves as a motivational figure who inspires high morale, encourages recruitment of new members, builds team cohesiveness, communicates effectively and provides positive reinforcement.

About Temescal Aquatic Masters
Temescal Aquatic Masters (TEME) is a United States Masters Swimming (USMS) team. We welcome swimmers of all abilities, from recreational swimmers who want feedback and encouragement to collegiate-level swimmers interested in training for meets and open water swims. Our coaches love swimming and helping adults become better swimmers and meet their fitness goals. With a USMS registered membership of about 200 swimmers, TEME is one of the largest and most diverse masters swim teams in Oakland.

TEME is a membership driven, 501(c)(3) (pending) organization with an active Board of Directors.

Duties and Responsibilities
Specific responsibilities and expectations include but are not limited to the following:

Managing and Coaching Workouts:
- Serve as deck coach for a minimum of three workouts a week (about 2 hours/workout)
  - Open/close the pool
  - Prepare and coach workouts
- Supervise assistant coaching staff (currently three), including organizing and overseeing the workouts and coaching schedule and ensuring that the weekly workouts (currently 10-11 at one location) are staffed on an ongoing basis by qualified coaches
- Prepare workouts in advance taking into account the varying skill levels of the swimmers and feedback from the swimmers, coaches, and Board of Directors to make adjustments as needed, and ensuring workouts are clearly communicated to the swimmers by the coaching staff
- Develop a training cycle taking into consideration the varying levels of commitment and goals of both non-competitive and competitive swimmers
- Provide swimmer feedback
- Ensure all practice changes, pool closures, upcoming activities, and competitions are communicated to swimmers by email and at each workout
Foster a welcoming environment for new swimmers with the goal of retaining swimmers who come to TEME for a free trial practice

Encourage team participation

Recruit, hire, and supervise assistant coaching staff, including substitute coaches

Take water samples, keep attendance records, and perform other administrative tasks and recordkeeping requirements as required by TEME and the City of Oakland Office of Parks and Recreation (OPR)

Follow all rules outlined in our lease agreement with OPR

Enforce the posted pool rules and regulations

Other duties at required

Administrative:

Work with Board of Directors to plan, schedule, and staff periodic swim events, including swim and stroke clinics, the annual Swim-a-Thon, and intrasquad meets

Represent TEME and actively participate in Pacific Masters for USMS

Manage relationship and serve as primary liaison with OPR on behalf of TEME and in consultation with the Board of Directors to address any facility and maintenance issues and ensure limited disruption in the workout schedule

Provide a Head Coach report to the Board of Directors at the beginning of each Board meeting; work with Board of Directors to implement policies and procedures

Schedule and lead regular (currently quarterly) coaches’ meetings to ensure that all coaching staff understand and implement the training cycle

Oversee TEME equipment and property needs; coordinate ordering and sale of TEME merchandise

Ensure all team members are registered with USMS

Submit regular and accurate time and expense reports

Ensure all coaching staff have required training and certification per TEME and USMS requirements

Requirements

The ideal candidate will have prior experience coaching a Masters-level swim team, preferably affiliated with USMS. Collegiate–level or other relevant club experience will be considered.

Minimum requirements and qualifications include:

- Competitive swimming experience and strong knowledge of stroke-mechanics
- Demonstrated experience effectively coaching both competitive and recreational swimmers
- Maintain professional demeanour, provide leadership, and exhibit a positive, team-building attitude
- Encourage the TEME mission of promoting community physical fitness, personal achievement, friendship, and fun through recreational and competitive swimming
- Physical demands include the ability to instruct and observe participants in proper stroke techniques, lift and move light equipment, and take chemical samples
- Must be at least 18 years of age.
- Lifeguard/Adult CPR/First Aid certified (Water Safety Instruction certified preferred)

Preferred attributes:
• Substantive previous coaching experience
• Interest in providing a range of swimming abilities with challenging, motivating workouts
• Desire to encourage swimmers and provide guidance on stroke technique for swimmers of varying ability
• Possess a passion for swimming and working with swimmers

Supervision
This position supervises three assistant coaches, as well as substitute coaches

Reporting
The Head Coach reports to the Board of Directors.

Salary and Benefits
This is a part-time, hourly position. Salary is commensurate with experience. In addition to the hourly salary, TEME will pay the Head Coach’s annual USMS dues and provide TEME membership.

TEME is committed to ensuring a diverse and welcoming environment for all individuals, regardless of race, gender, religion, nationality, ethnicity, sexual orientation, gender identity, physical ability, or disability.

This job description is not an employment agreement or contract. Temescal Aquatic Masters reserves the right to change this job description at any time without notice.

Application Instructions
Please email a cover letter and resume to temecoach@gmail.com.