 Tuesday August 22, 2023

**Head Age Group Coach** – **Hillsborough Aquatic Club**

**Lifeguard and Aquatics Manager – Orange County Sportsplex**

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| Education Requirements: | Red Cross Lifeguard/CPR/First Aid certifications  Four Year Degree in Recreation Management or related field.  Certified Pool Operator |
| Preferred Experience  or Certifications: | 5-6 years supervisory role  Red Cross Lifeguard Instructor Trainer and Water Safety Instructor Certifications |

**Job Description:**

This position is designed to assist and support the Head Coach and Aquatics Director with the day to day operations of the Hillsborough Aquatic Club and Orange County Sportsplex Aquatic Center. Under the direction and guidance of the Head Coach, the Head Age Group Coach will lead and direct the Age Group Program. This is a leadership position that will support and carry out the Vision, Values, and Behaviors of the club through leadership, development, and setting the direction of the Age Group Program. Included in the position is the role of Lifeguard and Aquatics Manager which will require the oversight and management of lifeguards and other relevant Aquatics Staff. Also included is the role of the Master’s Swim Team Coach. Specific responsibilities include but are not limited to:

Primary Responsibilities:

* Planning and running pool workouts for a group of 20-30+ swimmers
* Assisting in coaching all groups as assigned by the Head Coach
* Assisting in planning and executing team events
* Assisting in maintaining team database and team website
* Handle administrative details, including parent communication, meet entries for respective groups, supervision, and billing
* Attend and coach at all swim meets for respective groups
* Assist in the management of Sportsplex facility hosted swim meets
* Assist in the upkeep and maintenance of the Aquatic Center
* Coaching and building the HAC Master’s Swim Program

Team Culture Responsibilities:

* Model and celebrate the club values and behaviors.
* Work collaboratively and respectfully with coaches, staff and other club leaders to
* serve the best interest of the business and members.
* Be exceptional in the application of positive, consistent, and effective motivation

strategies when working with swimmers, parents, and coaching staff in relation to all

aspects of the program.

* Foster team spirit by exhibiting and maintaining a positive attitude and team building.
* Demonstrate a cooperative, prompt, and respectful communication style with

swimmers, parents, community members, and staff.

Key HAC Head Age Group Coach Responsibilities:

* Assist the Head Coach in the design of the LTAD for the competitive swimming program That fits within the scope of group goals and objectives.
* Design the seasonal plans and group standards for the Age Group Program that fits

within the scope of group goals and objectives.

* Produce the Age Group seasonal practice schedules and weekly coach schedules.
* Provide Leadership and Instruction to the Age Group coaches and swimmers.
* Administer and train all age group coaches on the seasonal plans.
* Recruit, Manage, Mentor, and Evaluate direct reports.
* Ensure the Associate Head Age Group Coach is managing, mentoring and evaluating

their direct reports.

* Conduct regular 1:1 meetings with direct reports providing guidance and an opportunity for learning and feedback.
* Conduct parent meetings as needed.
* Help lead and facilitate the weekly staff meetings along with the Head Coach.
* Ensure regular communications with parents at the Age Group Level.
* Oversee the recruitment of swimmers by ensuring summer league meets are

attended by coaches and clinics are conducted.

* Ensure administrative and coordination needs and requirements are met both internally and externally for Age Group swimmers and coaches.
* Oversee age group meet entries and attend meets as required.
* Maintain compliance with USA Swimming coaching standards.
* Work closely with the Board to provide feedback and input on requirements and needs as well as reporting on delivering the vision and responsibilities.
* Follow all USA Swimming policies including SafeSport as well as ensuring all
* Hillsborough Aquatic Club coaches are compliant.

**Compensation:**

* Base salary of $40,000 - $50,000 per year (commensurate with experience).
* Enrollment in our healthcare (BCBS medical, dental benefits program where the company pays 50% of premiums).
* Enrollment in 401K plan wherein we match contributions up to 3% of your salary.
* PTO (personal time off) accrues immediately at 3.25 hours per pay period which translates to 10.5 days annually.
* Opportunity for additional compensation through private competitive swim lessons, wherein you would receive 60% of lesson fees.