



Raleigh Swimming Association

www.swimrsa.org

Position: Full-Time Lead Coach (RSA at Sunset)

Reports directly to the Head Coach of the Swim Team

Compensation Range: \$40,000 to \$45,000 annually

Benefits: 403b, paid vacation and gratis programming

Introduction

This full-time position is located primarily at RSA's satellite site at Sunset Ridge North, 215 Kingsport Road in Holly Springs, North Carolina.

The position requires an average of thirty (30) coaching hours per week as a Lead Coach and/or Assistant Coach and an average of eight (8) administrative hours per week. Administrative hours include attendance at a weekly staff meeting and a weekly mentor meeting. Meet attendance, as determined by the Head Age Group Coach and/or the Head Coach of the swim team, is expected. Weekend and evening hours are expected.

Primary Duties

Responsibilities for this position include, but are not limited to, the following tasks:

- Leading two swim team groups, including writing workouts and taking attendance;
- Writing and sending weekly emails to groups led by the Lead Coach;
- Leading dryland workouts for groups selected by the Sunset Site Lead (Dryland workouts are written by the Strength and Conditioning Coach.);
- Preparing and disseminating athlete progress reports and report cards for the athletes in the practice groups led by the Lead Coach;
- Interacting in person, by phone and via electronic communication with parents and guardians swim team members;
- Assisting with at least one other practice group;
- Attending swim meets as requested by the Head Coach or Head Age Group Coach of the swim team;
- Enforcing facility and swim team policies;
- Assisting in fundraising;
- Maintaining office hours at least once weekly;
- Participating in agreed-upon organization activities and organization related affairs, as directed by the Head Coach of the swim team, the Head Age Group Coach of the swim team, the Sunset Site Lead and/or the Executive Director; and

- Assisting the Sunset Site Lead, the Head Age Group Coach of the swim team, the Head Coach of the swim team, and/or the Executive Director as needed.

Required Skill Set:

- A minimum of two years of elite athlete coaching experience
- USA Swimming Coach credentials in good standing
- Current American Red Cross professional lifeguard certification

Preferred Skill Set

- Exceptional customer service skills
- Familiarity with Word
- Familiarity with Excel
- Familiarity with TeamUnify preferred

Education Required

- Associate's Degree
- Bachelor's Degree or higher preferred