Job Title: Lead Coach (Senior Division Group Lead – Swimmers 15-18 Years Old)
Department: Competitive Team
Reports To: Division Lead Coach
Direct Reports: Part-Time Assistant Group Coach (if applicable)
LOCATION: Both North Site (Huntersville) and South Site (Charlotte Latin School Campus) are currently reviewing candidates for the 2026-2027 season.
START DATE: August 2026
NOTE: To express interest in employment at SwimMAC, send resume and cover letter to jobs@swimmaccarolina.org and a staff member will reach out to you if there is an appropriate position available.

About SwimMAC Carolina

SwimMAC Carolina is a nationally recognized nonprofit swim club based in Charlotte, NC. Our mission is: **"Empowering young people to be champions in life through excellence in swimming."** We offer swim lessons and other aquatic programming for both youth and adults, as well as a nationally-ranked competitive swim program.

Position Overview

The Lead Coach is responsible for leading a competitive training group within SwimMAC's program, focusing on athlete development, skill progression, and fostering a positive team culture. This role includes daily planning and execution of workouts, supervision of assistant coaches, communication with parents, and oversight of swimmer safety and conduct. The Lead Coach is expected to contribute to program retention and recruitment efforts, support team competitions, and uphold SwimMAC's mission and values in all areas of coaching and leadership.

Key Responsibilities

Coaching & Group Management

- Plan, lead, and coach daily workouts in line with SwimMAC needs (including any extra assigned hours within Swim School, Bridge Program and Masters departments) and the leadership philosophy of the Head Age Group Coach and Head Coach.
- Provide regular management of assigned assistant coaches.
- Arrive early and remain after practice (15–30 minutes) to ensure swimmer safety, provide feedback, and foster relationships.
- Maintain accurate group rosters, attendance, and work closely with the Competitive Team Manager whenever there are additions or departures from the team.
- Communicate group updates through weekly emails using SwimMAC templates.
- Supervise athlete behavior, safety, and compliance with SwimMAC and USA Swimming codes of conduct.

- Recommend seasonal group placements and transitions for athletes.
- Manage athlete protocols for facilities (locker rooms, deck, weight rooms, etc.).
- Attend assigned swim meets, team events, and staff meetings.

Program Retention & Recruitment

- Build strong, professional relationships with athletes and provide constructive feedback.
- Motivate athletes to achieve individual goals and foster long-term engagement in swimming.
- Maintain positive relationships with parents, serving as a resource and motivator for success.
- Designate team parents and coordinate practice group activities.
- Develop and sustain community relationships with local swim programs, summer leagues, YMCAs, and schools.
- Support the Competitive Team Manager and your Division Lead to optimize group enrollment and recruit swimmers based on available space in your group.

Parent Communication & Education

- Lead parent meetings and provide regular program updates.
- Maintain professional, timely communication with families (calls, texts, emails within 24 hours).
- Hold parent-coach conferences when needed, proactively addressing swimmer attendance or meet participation concerns.
- Educate parents on supporting their child's goals and reinforcing SwimMAC's team culture.
- Maintain posted office hours and availability for meetings upon request.

Administrative & Competition Support

- Serve as Coach in Charge (CIC) for assigned competitions, providing schedules, warm-ups, relays, and pre/post-race feedback.
- Accurately manage meet entries, commits/declines, and relays within TeamUnify.
- Contribute updates, photos, and content for SwimMAC's social media following team guidelines.
- Plan and help deliver camps and clinics for division swimmers.

Facility Support

- Participate in facility upkeep, including meet setup/teardown and general maintenance.
- Fulfill assigned opening/closing and equipment responsibilities.

Professional Development

- Stay current with best practices through reading, clinics, and networking with other coaches.
- Participate in professional organizations (USA Swimming, ASCA, NC LSC, etc.).
- Contribute to the overall growth and reputation of SwimMAC's competitive program.

Qualifications

- College degree (preferred).
- Minimum of 5 years swim coaching experience (preferred).
- Demonstrated leadership, communication, and organizational skills.
- Proficiency in Microsoft Office, email, and TeamUnify.

Licenses & Certifications

- USA Swimming Non-Athlete Coach Membership (required).

- Current USA Swimming coach and athlete safety certifications (required).
- Valid U.S. Driver's License & Insurance (required).
- Authorization to work in the U.S. (required).
- ASCA Membership (preferred).

Work Schedule

- Full-time role that includes in-person on-deck hours as well as hybrid administrative duties outlined by organizational leadership (direct supervisor, Competitive Team Manager and Administrative leadership).
- Hybrid functions may include in-person office hours and staff meetings or at-home productivity like emails, session / staff planning, programming, marketing tasks, etc...
- Flexibility required for events, evenings, and weekends based on seasonal program needs.
- Vacations should align with Competitive Team calendar, requests for PTO outside of Competitive Team calendar must be approved at least 4 weeks in advance to provide adequate time to confirm appropriate coaching coverage while away.

Current Benefits

- Health Benefits: Medical Health Benefit paid for in full by SwimMAC for employee.
- $50,000 in Life Insurance.
- Dental, vision, supplemental life insurance, disability and flexible spending accounts are available at employees' expense.
- Team gear provided at SwimMAC expense based on provided team gear via our vendor contract.
- Individual Retirement (401K), company matches up to 4% * Eligible after 1 year of employment and quarterly entry date.

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