

# City of Roswell, Georgia

## JOB DESCRIPTION

[www.roswellgov.com/jobs](http://www.roswellgov.com/jobs)

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Head Swim Coach – Rays State Team – Roswell Area Park Outdoor Pool

**Department:** Recreation, Parks, Historic and Cultural Affairs

**Pay Range:** \$20 - \$25 / Hourly

**Job Status:** Seasonal (120 days or less); Days, Evenings, and/or Weekends

#### **JOB SUMMARY**

The purpose of this classification is to provide support functions for Aquatics Facilities and Staff. The state team is a 3-4 week fast-paced practice and training session for the GRPA State Swim Meet. Coach must be available and in attendance for the state meet. This level classification will lead, instruct, and train Swim Coach I and Swim Coach II. Work involves, pool supervision, swim instruction, CPR, training, patron interaction, scheduling, phone calls, swim meet set-up, swim meet line-ups, and maintaining a safe environment. Employee must exercise independent judgment, discretion, and initiative in completing assignments. Employee must obtain and maintain Red Cross CPR, Red Cross Swim Team Training for Coaches, and Lifeguard certifications. Employee must be willing to obtain Red Cross Water Safety Instructor Certification. Employee will communicate and interact with the Aquatic supervisor. Employee will oversee all swim meets and practices.

#### **ESSENTIAL JOB FUNCTIONS**

- Attends, schedules, and facilitates all swim team training, practices, and meets.
- Trains Swim Coach I and Swim Coach II in policies, procedures, coaching techniques, and lifesaving techniques.
- Checks the chemical balance of the aquatic facility and makes adjustments as needed.
- Assists in scheduling all swim coaches and swim meets.
- Monitors the proper training of children in stroke development and make corrections as needed.
- Monitors the aquatic facility during practices, meets, and training.
- Completes, understands and interprets various schedules, calendars, incident/accident reports, and other documents.

- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors the environment for individuals' safety; initiates any actions necessary to correct deviations or violations.
- Acts quickly and properly in a lifesaving incident. Ensures that all actions are properly executed and reviewed after such an incident.
- Maintains a positive attitude and works well with other staff and the Aquatic supervisor.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Must possess and maintain a current Red Cross CPR and Lifeguard certification. Must have at least three seasons of Swim Coaching experience. Red Cross Swim training for Coaches certification must be obtained. USA Swim Coach Certified/GHSA Coach Certified is preferred.

#### **Licenses or Certifications:**

- Driver License preferred
- Red Cross CPR
- Red Cross Lifeguard
- Red Cross Swim Team Training for Coaches
- USA Swim Coach Certified/GHSA Coach Certified

#### **Knowledge, Skills, and Abilities:**

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to lead and direct Swim Coach I and Swim Coach II.
- Ability to read, review, prioritize, and analyze master schedules and other documents. Includes determining time management of when to complete needed tasks with multiple deadlines.
- Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to exercise independent judgment to apply facts and principles to resolve problems.
- Ability to exercise judgment, decisiveness, and creativity in situations when needed.
- Ability to act under pressure in a lifesaving event.
- Computer and scheduling software competence.

### **PHYSICAL DEMANDS**

Must be a good swimmer with the ability to carry or move an individual in or out of the water.

### **WORK ENVIRONMENT**

Work is regularly performed in the exposure of the outdoor elements (heat, sun, rain).

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*