



Position: Associate Aquatics Director & Head Swim Coach

Local YMCA: Melrose Family YMCA

Supervisor: Sr. Aquatics Director & Executive Director

The Melrose Family YMCA is seeking a candidate for the Associate Aquatics Director and Head Swim Coach for the Melrose Y Sharks. The Melrose YMCA currently has over 550 program participants in their learn to swim program and we average 100+ in our competitive swim team. The Melrose Y is looking for someone who is passionate about swimming and wants to partner with an ever-growing community. During swim season, this position will work afternoons & evenings and during weekends for swim meets.

Essential Functions:

1. Supervises aquatic program activities to meet YMCA objectives. Ensure program quality and monitor staff performance and member service.
2. Assist management team with monitoring daily pool operations to adhere to state to all state, local, and YMCA health and safety regulations.
3. Develop relationships with members and obtain regular feedback on programs.
4. Supervise pool area and help ensure lifeguard staff are monitoring patrons and portraying professional behavior at all times. Ability to fill in as lifeguard, water safety instructor, and aquatics instructor.
5. Monitor and evaluate the effectiveness of and participation in programs.
6. Help maintain pool logs, pool updates, and incident reports.
7. Assist with aquatics program/lesson scheduling, responding to daily public inquiries about Aquatics Department and other regular administrative tasks.
8. Hire, train and supervise all coaching staff and manages coaching payroll.
9. Ensures records of coaching staff certifications are up-to-date and complete.
10. Set Practice schedules & group levels and weekly team workouts.
11. Plan and coordinate seasonal tryout, team cuts and work with final rosters.
12. Determines meet schedule for team & oversee individual and team entries
13. Attends highest level of competition and sees that all swim meets are attended by a team coach
14. Oversees communication: web site, newsletters, meet information, publicity, and team records.
15. Working with the Swim Team Parents Organization and board to promote and support the swim team.
16. Monitors team budget, assists in fundraising and oversees the purchasing of equipment needed for swim team.
17. Build effective, authentic relationships with community partners, sponsors, parents and program participants.
18. Assist in YMCA fund raising activities and special events as assigned.
19. Completes other related duties as assigned by Aquatics Director.

QUALIFICATIONS:

- Bachelor's degree or equivalent experience
- Minimum of 3 years of coaching experience with various age groups
- ASCA Level 2 Certification or higher
- Member of ASCA and USA Swimming
- Excellent interpersonal, organizational, communication and motivational skills
- Proficiency in Microsoft Office and knowledge of social media platforms
- Competitive swimming experience a plus
- Experience with swim meet and team management software such as Team Manager, Meet Manager, or Team Unify a plus
- Current CPR for the Professional Rescuer, AED and First Aid certifications
- Current Oxygen Administration certification
- Current Lifeguard certification
- Current WSI or YSI a plus
- Safety Training for Swim Coaches certification

Salary: \$32,000 - \$38,000

Additional Compensation Details:

The YMCA of Metro North offers medical, dental and vision plans as well as 12% contribution to the Y-Retirement Fund. Paid vacation and sick time are also provided.

HOW TO APPLY

Please submit resume, cover letter & references

Apply By Email: kcoffey@metronorthymca.org

Contact: Katy Coffey

Sr. Aquatics Director

497 Main St.

Melrose , Ma.

02176