

Southern Lakes Regional Metropolitan Parks & Recreation District

Job Description

FAST (Fenton Area Swim Team) Head Coach

GENERAL

Under the general direction of the Parks & Recreation Executive Director, the FAST Head Coach reports directly to the Athletic/League Administrator. The primary responsibilities are as follows:

- **Programming**
 - ⊖ Responsible for managing and developing FAST programs under the direction of the Athletic/League Administrator with input from the parent board.
 - ⊖ Developing program budget and managing expenses within the budget guidelines under the direction of the Athletic/League Administrator.
 - Key member of the pool management team responsible for pool safety, cleanliness and security.
 - Log daily practice hours.
 - Assist SLP&R administrative staff with brochure preparation and annual report data collection.
 - Overseeing parent volunteers in coordination with the parent board for the purpose of fundraising and fund budget control.
 - Lead staff, parent board, and volunteers in the execution of home swim meets.
 - Responsible for keeping SLP&R administrative staff aware of updates, revision and changes to FAST programs, USA Swimming, and pool safety standards.
 - Benchmark area trends and programs.
- **Coaching**
 - Hiring scheduling/training swim team coaches to recognized Red Cross standards.
 - Responsible for time sheets/payroll and other assigned personnel duties for coaching staff.
 - Responsible for SLP&R aquatics equipment and related inventory.
 - Maintain up to date certifications for self and peer coaches (USA Swimming) and lifeguards
- **Communication**
 - Liaison with custodians and maintenance personnel regarding facility use/issues.
 - Respond to emails & phone calls from parents and participants in a timely manner.
 - Maintain effective communication with SLP&R administration, Instructional Swim Coordinator, Fenton School District athletic director, and Fenton High School swim coach.
 - Communicate with parents, parent board members, and participants on FAST program updates and news.
- **Other responsibilities per the Athletic/League Programmer and Executive Director.**

ESSENTIAL KNOWLEDGE AND EDUCATION

CPR Training, American Red Cross Training, USA Swimming Credentials. Knowledge of organizing team activities and planning team practices. At least one year of high school, middle school, or club swimming experience. Some computer skills required.

DESIRED SKILLS

Some experience with Team Unify as well as online registration software. Experience working with volunteer groups, service clubs and individuals.

OTHER

This is a part-time position with no benefits. Pay commensurate with experience.
SLP&R is an equal opportunity employer