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YMCA JOB DESCRIPTION

Job Title: Wahoos Age Group Coach
FLSA Status: Exempt
Reports to: Director of Wahoos Swim Team

Job Points: 554
Job Grade: E-I-3,E4(43),E-3-S
Revision Date: 3/1/2024

POSITION SUMMARY:

The Wilton YMCA Wahoos Age Group Coach works directly with the Director of Wahoos Swim Team and Wahoos coaching staff to lead the 11/12 Maroon and Gold practice squads. In addition, they will assist with the 8/under and 10/under squads to build connection with the entire 12/under program. The qualified coach leads with passion, patience, and enthusiasm to promote the learning of swimming skills, improvement of swimmer endurance and fitness, and instills a sense of confidence and team pride in all swimmers.

ESSENTIAL FUNCTIONS:

Coaching

- o Lead coach for Maroon and Gold Practice Groups, our intermediate and advanced 11/12 practice groups. Maroon goals include learning skills/endurance for a 100 of all four competitive strokes, 200 IM, and 500 Freestyle at the Regional championship level. Gold Squad goals include learning skills/endurance for a 200 of all four competitive strokes and explore distance events, at the Age Group Championship level.
- o Effectively prepares swimmers for a successful transition to the 13/14 Junior and Pre-Senior Squads with training, technical skill, and personal fulfillment in the sport of swimming.
- o Assists with 10/under and 8/under practices, as directed.
- o Develops meet schedule and coverage for Age Group program.
- o Prepares swimmer evaluations and recommendations on squad placement at the end of each season.
- o Attends required swim meets for Age Group program and all Wilton YMCA hosted meets.
- o Submits meet entries for Maroon and Gold swimmers.
- o Maintains accurate attendance records.
- o Maintains current USA Swimming, YMCA Swimming, Wilton YMCA, and HIPAA Compliance Trainings and certifications.
- o Assists with office work including scheduling, meet preparations, and social event preparations, and other team items as needed.
- o Assists with tryout evaluations.
- o A positive role model and mentor for all members of the Wilton YMCA Wahoos Swim Team.

Staff and YMCA Relations

- o Attends weekly coach's meetings. Meets with Y staff as directed.
- o Adheres to policies and procedures related to boundaries with youth, managing high-risk activities and supervising youth.
- o Completes all required organizational trainings annually.
- o Reports suspicious or inappropriate behaviors and policy violations.
- o Follows mandated abuse reporting requirements.
- o This organization takes every allegation of abuse or misconduct seriously and will fully cooperate with the authorities to investigate all case of alleged abuse or misconduct. Employees and Volunteers shall

cooperate with any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization.

- An employee or volunteer's failure to cooperate with an investigation will result in disciplinary action up to and including termination of employment or dismissal from the organization.
- This organization has zero tolerance for abuse and will not tolerate the mistreatment or abuse of consumers in its programs. Any mistreatment or abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service and cooperation with law enforcement.
- Job responsibilities include access to protected health information. The employee may access protected health information (PHI) only to the extent that it is necessary for job requirements. May only share PHI with those who have a need-to-know specific member/participant/employee information in order to complete job responsibilities related to the individual's participation, payment or company operations. Is expected to complete required HIPAA privacy training and maintain HIPAA compliance at all times.
- The Wahoo's Head Developmental Coach has access to protected health information (PHI) of Y program participants. The Wahoos Head Developmental Coach may use and disclose PHI to workforce members for the purpose of treatment, payment, and operations only.

Parent Relations

- Holds parent meetings in groups at the beginning of each season, and individually as needed.
- Work with volunteers to organize squad socials for swimmers.
- Responds to parent communications by phone, in person, or email within 24 hours.
- Keeps parents informed regarding practice changes, meet information, swimmer progress, and any disciplinary actions.

Planning/Budget Management

- Submits expense reports and receipts in a timely fashion.
- Provides input to annual planning process on team objectives and strategies.

Fundraising

- Assists with all meet preparations, set up, and meet events.
- Helps to implement and support team fundraising projects.

Effect on End Result

- Successful performance of the job duties by the Wahoos Age Group Coach can have a major impact on the overall effectiveness with which the Riverbrook Regional YMCA and the Wahoos Swim Team accomplish their goals and objectives through:
 - Ensuring strength and continuity for the overall direction of the program.
 - Executing a consistent training philosophy and communication of team goals.
 - Assuring high quality program delivery and positive image.
 - Retaining current swimmers and inspiring new families to join the team.
 - Improving the skills and performance of the individual participants.
 - Allowing team members to have a positive growth experience.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fundraising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- Has competitive Age Group coaching experience.
- Holds USA Swimming/YMCA Coaches Certification
- An ASCA level 2 certification or better is desirable.
- Works well with young people.
- Exhibits good teamwork skills.
- Communicates effectively with swimmers and their parents.
- Supports the YMCA, the Wilton Wahoos team philosophy, and acts as an advocate within the community for our YMCA and team.

Signature of Employee: _____

Date: _____

Signature of Department Director: _____

Date: _____