

## Employment Opportunity

# Columbia Valley Swim Club Head Coach

## Position Type: Permanent

### OVERVIEW

The Columbia Valley Swim Club (CVSC) is a non-profit organization dedicated to providing swim programs for all ages since 1992. The CVSC offers programs for adults and youth, including a variety of program options from 'Swim for Life' to pre-competitive and competitive swim club. The CVSC helps in developing swimming skills, strength and efficiency, while helping participants learn what it takes to be a recreational or competitive swimmer.

Furthermore, the CVSC offers masters swim programs for all levels and ages. The CVSC trains in the Radium Hot Springs pools which is located in Kootenay National Park on the traditional territory of the Ktunaxa and Secwépemc Peoples. The CVSC is proud to be the only club in Canada that offers swimming programs outdoors year-round!

### POSITION SUMMARY

The CVSC is seeking a new Head Coach (HC) who is able to commit to the full season and attend regional swim meets. The successful candidate will work up to 20 hours a week, including coaching and administrative duties. The swim club has a user base of up to 80 participants.

The HC will be an experienced swim instructor who can help athletes of all ages develop proper swimming techniques and skills. The HC will develop, organize, and implement quality competitive and non-competitive programs. Their responsibilities include preparing targeted lessons and drills to meet individual students' needs, evaluating each student's performance, and by providing constructive feedback. The successful incumbent will demonstrate patience and enthusiasm and a desire to motivate athletes to accomplish their swimming goals.

Additionally, the HC will monitor attendance, complete accident reports, and ensure that all swimming aids and equipment are properly stocked and in good working order. They will ensure that all water safety rules are adhered to and maintain a healthy and safe working environment for workers and users alike. The wage for this position is negotiable and will be dependent on experience, qualifications, and overall fit.

## Columbia Valley Swim Club

Radium Hot Springs, BC V0A 1M0

[secretarycvsc@gmail.com](mailto:secretarycvsc@gmail.com)

### DAY TO DAY RESPONSIBILITIES

- **Administrative:**
  - I. Register swimmers with Swimming Canada and administer invoices and miscellaneous paperwork, using the club's online platform.
  - II. Order team supplies as and when required; maintain a checklist on inventory and update on a regular basis.
  
- **Coaching and Event Planning:**
  - I. Run weekly coaching sessions for team's competitive and non-competitive program.
  - II. Manage and provide leadership and guidance to volunteers.
  - III. Plan local and/or away training camps.
  - IV. Plan daily workouts and create seasonal training plans that are dependent on climate and environmental conditions.
  - V. Plan practice and meet schedule, including travel, meet entries, fees, and other administration duties.
  - VI. Work with the board to create and calculate fee structures and establish templates and spreadsheets as 'living documents' to update as and when necessary.
  - VII. Recruit novice swimmers and promote swimmer retention.
  
- **Reporting and Communication:**
  - I. Maintain regular communication with the board of directors and apprise the board of any relevant club activities.
  - II. Check and respond to all communication via email, social media accounts, phone, and in-person.
  - III. Maintain the CVSC website keeping its contents up to date with current events and activities.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- **Certifications:**
  - I. Currently certified in the National Coaching Certification Program (NCCP).
  - II. Swimming Fundamentals Coach (*Swimming 101*) and Swimming Age Group Coach (*Swimming 201*) courses.
  - III. National Lifeguard Society certification (*NLS*), CPR-C (*Cardiopulmonary Resuscitation*) certification, and First Aid training.
  - IV. Valid driver's licence.
  - V. Complete a Criminal Record Check prior to commencing.

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- **Experience:**
  - I. Minimum of one year coaching experience is required in a similar swim club environment.
  - II. Minimum high school diploma is required, and desirably a bachelor's degree in a similar field or capacity.
- **Skills:**
  - I. Experienced problem solver and able to tackle issues in the workplace.
  - II. Excellent written and verbal communication skills.
  - III. Ability to work unsupervised and to also operate as part of a team.
  - IV. Ability to walk/stand for long periods on the pool deck.
  - V. Able to work outdoors year-round in a variety of weather conditions - (*extreme heat; sunny days, dry heat, humidity. Freezing temperatures; freezing rain, snow, ice, and negative double digits*).
  - VI. Strong leadership skills, able to lead in an ethical and effective manner and to address conflict in a fair and equitable fashion. Work on deescalating any conflicts which may arise in the workplace.
  - VII. Supreme interpersonal skills and ability to handle, and build rapport with all types of clients and willing to accommodate their unique needs and wishes.
  - VIII. The right candidate must be organized, positive, energetic, be a team player, and support staff through their work and to utilize their specific expertise and knowledge.
  - IX. Proficient in Microsoft Word, Excel, Power Point, Outlook and other integral computer software.

Please submit your resume and cover letter this position will remain open until filled.

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*An Aquatically Healthy Community!*

*The Columbia Valley Swim Club is constantly striving to build and nourish a culture where inclusivity and tolerance are not just the norm, but are the elements which serve our goal in establishing a community that fosters physical and mental health by learning how to swim, or to further perfecting swimming techniques! Here at the swim club we are equally committed in creating and maintaining an inclusive environment for everyone and are actively encouraging applicants with differing backgrounds, sexual orientations, and religious beliefs to apply. No regard shall be given to an applicant's race, religion, skin colour, sexual orientation, and political belief. Applications will be reviewed based on merit, bondability, and experience.*