

## **Position Profile**

**Job Description:** Assistant Head Coach

**Reports to:** Head Coach (Job duties) & KCS Board of Directors (Contractual issues and obligations)

### **Job Summary:**

The role of the Assistant Head Coach is to work directly with the Head Coach in the planning, development and implementation of seasonal plans, training needs, philosophy, practice content and methodologies of Novice, Junior 1&2, Age Group 1&2, SwimX, TRU Varsity Program and Master's group swimmers. The Assistant Head Coach embodies the goal of Kamloops Classic Swimming (KCS) to improve the individual, team, and group athletic performance in the sport of competitive swimming and supports and develops our swimmers into exemplary citizens, skilled swimmers, and successful members of a high functioning team. This role also reports to the Board of Directors as it relates to contractual obligations, questions and concerns.

### **Major Responsibilities:**

Work directly with the Head Coach in the planning, development, and implementation of seasonal plans, training needs and philosophy, practice content and methodologies of all members of the KCS club.

Attend, assist, and participate at all KCS activities including AGM, monthly Parents Info meetings, Christmas party, all social events (team spirit/bonding activities etc.), KCS Annual Awards banquet (mid June). At the Annual Awards banquet, responsibilities will include helping create the video shown at the awards banquet, update list of Club Records, report on SNC Power Rankings, Group Attendance awards and contributing to the selection of the annual award recipients. Work with the Head Coach to develop Novice, Junior 1 & 2, Age Group 1 & 2, TRU Varsity Program, and Master's group seasonal plans, general training philosophy, practice content and needs. This includes dividing various responsibilities for the year.

Work with the Head Coach, KCS Office Administration, and Meet Management on all KCS team hosted swim meets and when requested assist in the setting up and the organization of swim meets including HYV Event Files, pool set up and take down, meet package information and sanctioning, etc.

In consultation with the Head Coach attend and coach all assigned KCS swim practices.

Attend and coach at all the swim meets and regional training camps where KCS swimmers are competing or training when affordable to the swim club or as deemed necessary by KCS or the Head Coach.

Coach KCS Age Group swimmers at the Christmas training camp or as required by the Head Coach. Attend, assist, and participate at all KCS activities including AGM, monthly Parents Info meetings, Christmas party, Novice, Junior and Age Group 2's social events (team spirit/bonding activities etc.), KCS Annual Awards banquet (mid-June). At the Annual Awards banquet responsibilities will include helping create the video shown at the awards banquet, update list of Club Records, report on SNC Power Rankings, Group Attendance awards, and contributing to the selection of the annual award recipients.

Work with the Head Coach, KCS Office Administration, and Meet Management on all KCS team hosted swim meets and when requested assist in the setting up and the organization of swim meets including HYV Event Files, pool set up and take down, meet package information and sanctioning, etc.

Organize, coordinate and implement recruiting programs (membership development) for the Swim Skill lesson program, Summer Camps, Novice program, Masters and SwimX/SwimFit programs. Be available during the months of July and August to coach and facilitate swimmers who are attending provincial and international meets. The schedule for July and August post Provincials will be set and agreed upon with the Head Coach by the end of April preceding the summer.

Learn the HYTEK and Team Unified (TU) programs, track swimmers' records/results, club records, SNC registration, and help the Head Coach with the team's entries.

Replace the Head Coach when he is away with the Senior group at meets. This includes weekday morning training when required.

Help the Head Coach mentor and organize programs for the Novice Coach and Lesson Program Coordinator. This includes co-coordinating and assessing swimmers' placement at various levels within the club and movement from group to group.

Organize, manage, operate, promote, coach, and teach KCS summer swim camps offered each July and August.

KCS Swim Camps runs from 8:00 AM until 5:00 PM each day.

Six, one week camps -

Camp #1, July 4 – 8, 2022.

Camp #2 July 11 – 15, 2022.

Camp #3 July 18 – 22, 2022.

Camp #4 July 25 – 29, 2022.

Camp #5 Aug 2 – 5, 2022

Camp #6 Aug 8 – 12, 2022.

Plan, organize, and manage the Annual Elementary School Swim Meet each spring. This includes promoting and sending out swim meet information and registration packages to the various schools, creating event entries and heat sheets, posting and sending out of results, distributing awards including KCS marketing materials (2 letters to each recruit) to the various schools and participants.

Organize the content and distribution of the advertisement for social media, school newsletters and or flyers, 2-3 times per year to the schools for KCS Learn to Swim Lesson Program.

Office administrative duties includes Team Unify, Swim Meet HYTECH files development for our local swim meets, completing monthly group calendars, contributing monthly online blog for KCS website, newspaper write –ups immediately after swim meets (within 24 hours) and any other administrative duties deemed necessary by the Head Coach or by KCS.

The Assistant Coach has the option to take the first weekday off from practice following a full weekend swim meet (two or more days). KCS or the Head Coach will arrange coverage for coaching of Novice, JR 1, JR 2, AG1, AG2 and Master's for the day following a meet.

Perform any additional duties and functions as directed by KCS from time to time.

### **Requirements**

- Must have fully qualified NCCP Level 2 certification.
- Two (2) or more years of coaching experience.
- Excellent knowledge of Team Unify (TU) and other computer software utilized in the everyday operation of the swim club.
- A criminal record check will be required.
- NLS certification or equivalency will be required.
- Must be responsible and accountable and able to hold swimmers accountable.
- Strong conflict management skills.
- Ability to create trusting relationships and provide respectful feedback to swimmers.
- Must provide a high level of customer service to all KCS members and stakeholders.
- Must treat all parties with respect and all KCS business to be conducted with the utmost integrity.



