

# GREENDALE

## Swim Club

### Assistant Coach Job Description

<b><u>Position Title:</u></b>	Assistant Coach for Greendale Swim Club
<b><u>Reports To:</u></b>	Greendale Swim Club Head Coach
<b><u>Location:</u></b>	Hawkes Bay. Coaching locations: <ul style="list-style-type: none"><li>○ Green Family Taradale Pool, Ngarimu Cres, Taradale</li><li>○ Hawkes Bay Regional Aquatic Centre, Mitre 10 Sports Park, Hastings</li></ul>
<b><u>Position Type:</u></b>	Part Time. Approx. 25 hours per week. Availability for some morning trainings at 6am and from 3:30pm. Also requires attendance at weekend swim meets, local and occasionally regional.
<b><u>Start Date:</u></b>	Immediate
<b><u>Remuneration:</u></b>	A competitive salary will be negotiated for the right candidate based on experience.
<b><u>Position Purpose:</u></b>	<p>Greendale Swim Club (GDL) is a local organisation that represents swimming - helping to ensure every member swims to their potential and grows as a person.</p> <p>We are seeking an enthusiastic, motivated and dedicated coach to contribute to the further development and growth of the Greendale Swim Club (GDL) programme. The position would focus on junior and fitness swimmers, with cover to the senior squad as required. The ideal person would be looking to develop their skills and experience to progress to head coach for the club.</p>
<b><u>Applications via email:</u></b>	Greendale Swim Club Chair: <a href="mailto:greendaleswimclub@gmail.com">greendaleswimclub@gmail.com</a>

## 1. About the club

Greendale Swim Club is a small, family orientated club with its base in Taradale, Napier. The ethos of the club is all about flexibility, fully supporting the Balance is Better approach. We cater for a swimmer's goals and ambitions, no matter what their age or purpose. Our aim is to help them strive forward and achieve their personal excellence.

Greendale Swim Club train at both the Green Family Taradale Pool in Taradale and at the new Hawkes Bay Aquatic Centre in Hastings. As the Taradale pool is not a public facility, we require our coaches to also hold a lifeguard certificate to enable them to coach alone at this pool (we will support obtaining and maintaining this qualification as required).

The club is split into a number of squads. These include Improver, Junior, Age Group, Senior, Student Fitness and Masters Fitness. Membership numbers are currently 74, with a view to continue growing this over the coming year. We are currently seeing higher numbers at the junior levels, which we want to progress up through to senior swimmers.

The club is run by a friendly voluntary Committee who are parents of swimmers within the club.

## 2. About the role

This is an exciting opportunity to join a great, local club with huge potential. Due to the high demand at the junior levels, this will allow you the opportunity to play a key role in developing great, competitive swimmers. Fostering their ability and enjoyment of swimming through to regional and national competitions. Also supporting those who swim for fitness, both students, masters and surf club athletes, helping them to achieve their goals.

In this role you will report into our head coach, Gary Knight. You will be responsible for planning and delivering the junior and masters swim programmes with oversight and support from Gary. This includes the improver, junior, age group, student fitness and master's fitness squads. Together you will structure a programme to support our surf club In addition, you will provide cover to the senior squad for one session per week and, where possible, when Gary is on leave.

The club will support your continuous development as a coach and will be open to any proposals for continued learning and development. The role also has the opportunity to progress into the head coach role in the future for the right candidate.

The time commitment per will be approx. 25 hours per week, which, based on the current timetable, includes 18.5hrs of in the water coaching time, lock-up time (Taradale pool only), planning and administration. This might vary some weeks due to competitions and/or other conflicting events. All changes will be discussed and communicated.

As you will be working with children you will be required to undertake police vetting. Due to coaching alone, you will be required to either hold or obtain a pool lifeguard certification and first aid certification. The club will support the process for obtaining these for the right candidate if required.

## 3. Key Tasks/Activities/Responsibilities

Key Responsibility Area	Performance Indicators	Specific Tasks
<b>Coaching</b>		
1. Greendale Swim Club Assistant Coach	Delivery and execution of daily Greendale Swim Club Training Programmes, for our 3 x Junior Squads as well as Student and Masters Fitness squads	<ul style="list-style-type: none"><li>Teaching and coaching swimmers in technique of all strokes, drills and other aspects of competitive swimming.</li><li>Responsible for monitoring swimmer safety and behaviour and adhering to Health and Safety guidelines as approved by the pool facility.</li><li>Run and direct workouts for the assigned squads.</li></ul>

		<ul style="list-style-type: none"> <li>▪ Work with the Head Coach to identify swimmer pathways for each member.</li> <li>▪ Look to grow the Masters and Student Fitness squads to encourage swimming for all abilities.</li> </ul>
<b>Programme Design and Administration</b>		
2. Greendale Swim Club Programme Support	Maintain Greendale Swim Club relationships and manage day to day administration of the programme as required	<ul style="list-style-type: none"> <li>▪ Help to establish an environment that fosters positive team attitudes, encourages self-discipline, sportsmanship and responsibility.</li> <li>▪ Promote a family environment.</li> <li>▪ Be an active role model for swimmers.</li> <li>▪ Attend competitions and camps as required.</li> <li>▪ Undertake administrative tasks as necessary.</li> <li>▪ Manage or Assist in the Swimming NZ database administration – including the programming and running of swim meets.</li> <li>▪ Produce documentation on results, reports and presentations to support the role as required to the Committee.</li> </ul>

#### 4. About you

The successful candidate will require:

- A Pool Lifeguard Certificate – or be open to attaining one.
- A current First Aid Certification – or be open to attaining one.
- The ability to pass Police Vetting.

The successful candidate would ideally:

- Have coaching experience at a club level with proven success.
- Have completed a Teacher of Competitive Stroke course and have a desire to attain the New Zealand Swim Coaches Bronze Certificate.
- Have sufficient management skills to assist and/or lead a group of athletes and deliver a successful and continually evolving programme.
- Have the ability to work with a variety of ages and levels of swimmer.
- Provide a positive family environment.
- Show self-motivation to improve their knowledge and skills.