**Kenilworth Club, Inc.**

**Staff Position Description**

KCI employs a Manager, Assistant Manager(s), Lifeguards, Snack Bar Attendants, Kenilworth Swim Team Head Coach and Kenilworth Swim Team Assistant Coaches during the summer swimming season and a part-time Administrator year round. The following position descriptions outline the desired attributes, requirements, and duties for KCI staff members as of January 2017.

Questions about employment should be directed to:

KCI Manager: Doug Logsdon (manager@kenilworthclub.com)

or

KCI Board, Personnel Committee: Melissa Silva (msilva@mhagbr.com)

KCI Board, Personnel Committee: Rachel Veron (rachel.veron@gmail.com)

**Kenilworth Swim Team Head Coach**

The Head Coach establishes and executes the vision for the Kenilworth Swim Team and coordinates all the activities of the Kenilworth Swim Team; guides and supervises the work of the Senior Assistant Coaches, Junior Assistant Coaches and meet volunteers; and builds positive working relationships with the KCI Manager, Board, and parents. The ideal KST Head Coach loves swimming; is passionate about helping young swimmers build skill, confidence, self-esteem, and sportsmanship; and knows how to build team spirit and have fun!

**Requirements**

* Must be at least 18 years old
* Passion, leadership, and administrative capability
* Knowledge of four strokes, drills, and age-appropriate instruction techniques

**Duties**

Team Leadership

* Provide enthusiastic leadership to coaches and team members by work and example
* Supervise coaches and swim instruction during swim practices starting in May and held daily through City Meet, Monday-Friday, 9-11am and evening practices Monday and Wednesday
* Supervise coaches and swim instruction during KST swim meets
* Provide positive feedback to individual swimmers and the team
* Create opportunities for team building organized by age group and for fun activities throughout the swim season
* Recruit and retain new team members
* Create a welcoming environment for swimmers of all skill levels and interests; report disciplinary issues to parents and work with parents to foster positive behavior and sportsmanship
* Create a knowledge base regarding the abilities and interests of individual swimmers in your group(s) and support individual growth

Administration

* Maintain the team roster, practice attendance records, daily practice plan, and performance evaluation systems
* Learn, use, and train coaching staff in the use of Team Manager and Meet Manager software
* Represent Kenilworth Swim Team at all league meetings
* Communicate with parents, coaches, and Board on a regular basis through email and meetings and ensure that parents, coaches, and the Board are satisfied with the level of communication regarding KST activities
* Coordinate with the KCI Board’s Swim Team Parent Liaison in establishing and adequately communicating a parent volunteer schedule for meets
* Fully prepare coaches and facilities for meets
	+ Seeding
	+ Competitive relay creation
	+ Setting up umbrellas and timer chairs
	+ Setting up clerk of course
	+ Placing caution tape around exposed area of the pool and diving boards
	+ Placing lane ropes in the pool and placing starting blocks in the proper location
	+ Monitoring the safety of swimmers during warm up
	+ Parent volunteer orientation, placement, preparation, and support
* Partner with the KCI Manager on communication, preparation, and cleanup after all home meets
* Prepare an end-of-summer summary report to the KCI Board
* Maintain the Kenilworth Swim Team Facebook page in compliance with the KCI Cell Phone Use Policy and KCI Social Media Policy

**Wage Information**

* All wages are commensurate with experience and qualifications

**Kenilworth Swim Team Assistant Coach (Senior, Junior)**

Assistant Coaches lead group swim practice instruction and assist the Head Coach with meet preparation duties. Ideal Assistant Coaches love swimming; are passionate about helping young swimmers build skill, confidence, self-esteem, and sportsmanship; and know how to build team spirit and have fun!

**Requirements**

* Must be at least 15 years old
* Passion, leadership, and enthusiasm
* Knowledge of four strokes, drills, and age-appropriate instruction techniques

**Duties**

* Attendance and instruction at all swim practices held daily starting in May through City Meet, Monday-Friday, 9-11am, with approved absences by the Head Coach in certain circumstances. Assistant Coaches may occasionally be asked to help coach afternoon practices on Monday and Wednesday afternoons
* Attend and instruct during KST swim meets
* Assist Head Coach with setup and breakdown of equipment for meets
* Create a knowledge base regarding the abilities and interests of individual swimmers in your group(s) and support individual growth
* Share love and enthusiasm for swimming with the team
* Create a welcoming environment for swimmers of all skill levels and affinities; report disciplinary issues to the Head Coach and work with Head Coach and parents to foster positive behavior and sportsmanship
* **Senior Assistant Coaches** will also be required to support the Head Coach with preparation for meets
	+ Seeding
	+ Competitive relay creation
	+ Setting up umbrellas and timer chairs
	+ Setting up clerk of course
	+ Placing caution tape around exposed area of the pool and diving boards
	+ Placing lane ropes in the pool and placing starting blocks in the proper location
	+ Monitoring the safety of swimmers during warm up
	+ Parent volunteer orientation, placement, preparation, and support

*All coaches will be subject to weekly evaluations. A calendar of events will be available at the parents’ meeting in May.*

**Wage Information**

* All wages are commensurate with experience and qualifications