

JOB DESCRIPTION – CLARENDON HILLS PARK DISTRICT

TITLE: Assistant Swim Team Coach
DEPARTMENT: Recreation (Lions Park Pool)
STATUS: Part Time (Seasonal)

PREPARED BY: Nicole Interrante
Date: 12-02-25

JOB SUMMARY

Under the direction of the Head Swim Team Coach and the Swim Program Coordinator, the assistant swim team coach will be responsible for assisting the Head Coach at all swim team practices, swim team meets and special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist Head Coach at all practices, meets and events.
- Attend all parent registrations and meetings.
- Must be present on deck to assist with all swim team practices and meets.
- Must be dressed in identifiable lifeguard uniform or swim team shirt at all practices.
- Must wear issued coaches polo at all swim meets and events.
- Perform duties assigned by the Head Coach and Aquatic Manager.
- Lifeguard as needed.
- Teach Private Lessons.
- Assist with special events.

HOURS:

Minimum 12 hours per week; maximum 24 per week. Must be available for pre-season practice times (afternoons after school from 3:30pm-6:30pm and during regular season practice times, Monday-Friday from 7:00am-11:00am through July) as well as for swim meets and other swim team functions.

QUALIFICATIONS:

- Minimum of 16 years old.
- Minimum of 1 year competitive swimming experience.
- Available for all swim team meets, practices, and events.
- Current Ellis and Associates Lifeguard Certification.
- Previous experience working with children.

SAFETY RESPONSIBILITIES:

- Actively support the safety program that will effectively control and reduce accidents.
- Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
- Promptly report to the Superintendent of Recreation, Safety Coordinator or member of Safety Committee all unsafe actions, practices or conditions observed.
- A Criminal Background Check will be conducted on each employee hired.
- Obtain CPR and First Aid Training Certification, or provide a copy of current certifications that don't expire before the ending date of the Lions Park Pool season.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Personnel and Employment Policy and the Lions Park Pool Staff Manual.

PSYCHOLOGICAL CONSIDERATIONS:

- Position will call for person to work in high humidity and diverse weather conditions.
- Position requires quick and accurate response to emergencies.
- Position requires dealing with demands from several parents or swimmers at once.

PHYSIOLOGICAL CONSIDERATIONS:

- While performing the duties of this job, some bending, kneeling, and reaching is required.
- Climb ladders to enter/exit the pool.
- Ability to stand for sustained periods on the pool deck.
- Able to swim and enter the pool at any given time.

ENVIRONMENTAL CONSIDERATIONS:

- Worker performs most activities outdoors in an aquatic setting. Worker will be exposed to outside weather conditions throughout the summer. Employee may also be exposed to slippery floors.
- Evaluate weather conditions and plan appropriately. **Final decisions to cancel practice or a meet will be a joint decision of the manager on duty and the swim team coaches.**

COGNITIVE CONSIDERATIONS:

Worker must be able to respond to emergency situations in the correct manner, understanding procedures and personnel policies. Worker must also be able to demonstrate and perform proper leadership, instructional, and communication skills.

