

JOB DESCRIPTION – CLARENDON HILLS PARK DISTRICT

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

PREPARED BY: Nicole Interrante
DATE: 12/2/25

JOB SUMMARY:

Under the direction of the Swim Program Coordinator, the Head Swim Team Coach will be responsible for the overall instruction and safety of participants and aquatic staff. This position involves training all assistant coaches, keeping updated with the new policies and procedures for the swim team and the West Suburban Conference Regulations. This position also includes record keeping for all participants, coordinating all home swim meets, and public relations responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be present on deck during all swim team practices and meets.
- Attend all swim team registrations and parent meetings.
- Act as the primary representative during all West Suburban Swim Conference Meetings.
- Keep accurate records of all swim team member times and records.
- Keep records of all swim team meets and results.
- Post all meet line-ups and information.
- Responsible for checking messages and updating the answering machine with all current swim practice times, meet times and any cancellations.
- Responsible for informing the administrative and admissions offices of all current swim team activities including meet times, meetings, and practice cancellations.
- Responsible for all children at swim meets that are not under parent or guardian supervision.
- Train and supervise all assistant swim coaches.
- Coordinate and attend all swim team special events.
- Dress in a lifeguard uniform or swim team shirt at all practices.
- Wear issued coach's polo at all Swim Team Meets and Events.
- Must have any flyer or hand-out approved by Aquatic Manager.
- Must turn in a report every Friday to Aquatic Manager regarding the swim team's current activities, and meet results.
- 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 18 years or older.
- Minimum of 4 years competitive swimming experience.
- Minimum of 1 year age group coaching experience.
- Available for all meets, practices and swim team work.
- Current Ellis and Associates Lifeguard Certification with BLT.
- Have knowledge of USS Swimming and Coaching Rules and West Suburban Conference Rules.

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.