

**BOROUGH OF LINCOLN PARK**  
**34 CHAPEL HILL ROAD**  
**LINCOLN PARK, NJ 07035**  
**(973) 694-6100 Ext. 2206 (Phone) / (973) 694-7096 (Fax)**  
**web-site: [www.lincolnpark.org](http://www.lincolnpark.org)**

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## **SWIM TEAM COACH**

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### **Job Summary:**

Under the general supervision of the Lake Director and the Assistant Lake Director, or his/her designee, the Swim Team Coach is responsible for developing, planning and organizing a swim program that meets the needs of a wide range of ages, experience, and skill level with the goal of developing swimmers skills, improving performance, building confidence, promoting water safety while preparing participants for competitive swim meets. The scheduled hours will meet the needs of practice schedules, meets and other swim team functions and will be agreed upon with the Lake Director and/or the Assistant Lake Director or his/her designee. The position requires a full commitment for the entire swim season. Prior to that, additional time will be required in the creation and development of programming and recruiting new members, including visiting the schools to advertise the program. The Swim Team Coach is a seasonal position with no vacation, sick time or health benefits.

**Swim Team Practices begin early June and practices and meets continue through the end of July. You must be available for at the entire swim team season.**

### **Duties & Responsibilities:**

- Responsible for the recruitment of new members.
- Responsible for registering all members.
- Responsible for the daily operations of the swim team. Prepares swim area prior to start time, including general safety and clean-up of entire area after practice is complete.
- Ensure the safety of swim team members by teaching and enforcing safety rules and guidelines and monitors swimmers.
- Responsible for the planning, organization, implementation and coordination of all swim team activities and schedules for practices and meets.
- Required to be on the docks at all assigned practice times, including swim meets and practices.
- Attend all meets, supervises and motivates swimmers, assists in determining race strategy, directs warm-up exercises, evaluates swimmers' performances.
- Attend all swim conference meetings, all registrations and parent meetings.
- Teach proper stroke technique; provide feedback to all swimmers in a positive manner to assist them in advancing their skill levels while building confidence and self-esteem of all members.
- Supervise the establishment and maintenance of records and files to include: daily attendance, time, skill and other reports.

- Prepare reports and community articles to be included in local newsletters and newspapers as needed.
- Encourage, through example, good sportsmanship from the swimmers and parents, projects a positive and professional image to parents and the public.
- Communicate effectively and diplomatically (via email as well as before and/or after practices and meets) with swim parents to coordinate team and meet responsibilities.
- Perform related work as required and directed.
- Meet with the Lake Director and/or the Assistant Lake Director or his/her designee prior to the season and on a weekly basis thereafter to provide program updates.
- Attend staff training sessions prior to the season and all staff meetings throughout the season. Schedule and facilitate subordinate staff training sessions as scheduled or needed.
- Effectively supervise, manage and motivate all personnel and volunteers encouraging that all directions/instructions be carried in a prompt, professional and mature respectful manner, which includes professional appearances or staff.
- Ensure the safety of all staff and lake patrons by teaching and enforcing safety rules/guidelines.
- Will be required to learn to utilize various types of computerized information systems used, including but not limited to computer and various programs such as e-mail, excel, word, and Team Manager.
- Supervise the establishment and maintenance of records and files to include: practice and meet schedules, swimmer attendance at practice and Meets, incident/accident reports, safety logs, training logs and other reports.
- Daily posting of schedules, meets, practices and other pertinent swim team information.

**Qualifications & Experience:** person(s) applying for this position should have a combination of the following experience and training:

- Prior Swim Team Coaching experience and competitive swim experience required.
- Knowledge of local swim conference rules and regulations.
- Possession of CPR and First Aid Certification required.
- Possession of valid driver's license.
- Ability to follow routine verbal and written directions.
- Ability to organize and cooperate with people of all ages.
- Knowledge of Team Manager Software recommended, but not required.
- Must be available to work various hours during the week and weekend.
- Applicants may be required to obtain additional training and/or safety certifications as needed.

**Working Hours:**

- Hours will meet the needs of the Swim Team to accommodate practice schedules, meets and other activities related to the swim team such as league meetings, recruitment, training or other additional functions related to swim team.
- Swim Team Coach will be eligible for lifeguarding hours, not to exceed a combined total of 8 hrs per day / 40 hrs per week. Hourly rates may differ between Lifeguard Hours and Coaching Hours.
- Travel time to and from practices and/or meets is not paid time and will not be included in the 40-hour work week totals.
- Lifeguard hours are scheduled by the Lake Director and or Assistant Lake Director on an as needed basis.

### **Knowledge & Abilities:**

- Ability to cope with large groups and noise levels, including children, monitoring both visually and audibly to insure safety, facility rules and health standards.
- Ability to swim in accordance with certification standards
- Ability to follow routine verbal and written directions.
- Ability to oversee assigned area and to take the lead over subordinate employees.

### **Other Requirements:**

- Applicant should be at least 17yrs of age
- Swim Team Coach is required to purchase and wear Borough approved swimwear and other apparel that meet the set standards.
- Neat appearance and pleasant personality as to command respect
- Must be available for day, evening and weekend work.
- Performs misc duties as assigned by Lake Director and/or Assistant Lake or his/her designee.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Employees are expected to maintain current knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to staff and general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned and to contribute to the team efforts of the department. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Borough has the exclusive right to alter this job description at any time without notice.

It is the policy of the Borough of Lincoln Park to ensure equitable and fair treatment of applicants and employees in selection and promotion without regard to race, color, gender, creed, national origin, ethnicity, ancestry, religious beliefs, age, marital status, sexual orientation, political affiliation, military status, or physical or mental disability that with reasonable accommodation does not significantly interfere with the ability to perform the essential functions of the job

### **Please forward application and 2 letters of Recommendation to:**

**The Borough of Lincoln Park – Attn: Recreation Director**

**34 Chapel Hill Road, Lincoln Park, NJ 07035**

**OR fax to 973-694-7096 with a cover page.**