**TOWN OF MAMARONECK RECREATION DEPARTMENT**

**HOMMOCKS POOL JOB DESCRIPTION**

**POSITON:** Diving Coach

**SUPERVISOR:** Aquatics Director

**GENERAL FUNCTIONS:** The **Diving Coach** responsibilities:

1. Attending all swim team practices and swim meets
2. Organize and lead diving practice for age groups (5-8 and 9-17)
3. Assist the Head coach with swim meets and practice

**RESPONSIBILITIES:**

1. Comply with and enforce all policies, procedures & regulations set by the Town of Mamaroneck.
2. Present oneself in a professional manner at all times.
3. Be at the pool ready to work 30 minutes prior to the beginning of practice and Arrive 1 hour before the start of a meet.
4. Hold diving try outs
	1. Call parents of divers who will be diving for the summer season (Make sure to remind them to pay)
	2. Create a list of divers and dive age groups
5. Organize and lead diving practice for age groups (5-8 and 9-17)
	1. Provided a warm up stretch for divers
	2. Monitor 30 minute snack time
6. Work with the head coach to organize and plan swim meets
	1. Create dive sheets for dive meets
	2. Help to organize necessary equipment and materials for diving meets
	3. Know the location, start time and estimated finish time of all meets
	4. Know the order of events during a meet
	5. Help to keep swimmers quiet and organized during diving
	6. Organize age group swimmers at the starting blocks during a swim meet
		1. Make sure swimmers are in the correct lane and age group
		2. Make sure all lanes are filled during an exhibition
7. During swim meets walk the swimmers to their assigned lanes or the marshaling area. (If possible write down the swimmers times, clock the swimmer )
8. Send emails, and communicate with swimming parents as to the progress of their swimmers, meet entries, start times, etc.
9. Required to maintain confidentiality in all personnel matters.
10. Act swiftly and calmly to any emergency that may occur in the water or surrounding areas Administer CPR or first aid needed by a victim of an accident.
11. Complete all records and reports as required.
12. Help the Head Coach will any problems, meets, items that come up throughout the summer swim season.