



**TOWN OF MAMARONECK  
RECREATION DEPARTMENT  
740 West Boston Post Rd.  
Mamaroneck, NY 10543**

**POSITION:** Head Swim Team Coach

**SUPERVISOR:** Aquatics Director

**RESPONSIBILITIES:**

The role of Head Coach is a critical and visible position, responsible for building healthy relationships with our swimmers/families and coaching staff and providing a safe and enriching environment for our swimmers. This role requires a coach who is knowledgeable to instruct swimmers on efficient and effective stroke technique and swimming fundamentals and requires an understanding of the physiology, psychology and strength conditioning of competitive swimming. In addition, this role requires a coach with strong interpersonal skills and demonstrated success managing day-to-day challenges. This individual must act with the highest ethical standards and strive for competitive team success.

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. Make sure all equipment is in good working order and properly stored at the end of each practice
5. Create an attendance chart for swimmers going to Flint Park and Hommocks Playground Camp and to follow up with Assistant coaches to make sure that it is maintained.
6. Work with Assistant coaches to establish a logical and consistent flow to practice for all swimmers.
  - a. Provided a warm up stretch for swimmers
  - b. Organize and lead swimming practices for assigned age group lanes
  - c. Monitor 30 minute snack time
7. Organize and plan all home and away swim meets
  - a. Label and keep time card organized
  - b. Organize the scoring, timers and all other aspects of the swim meet
  - c. Know the location, start time and estimated finish time of all meets
  - d. Organize necessary equipment and materials for swim meets
8. Submit double and triple winners, and the score of a home meet to the WCSC
9. Create and hand out flyers, send emails, and communicate with swimming parents as to the progress of their swimmers, meet entries, start times, etc.
10. Maintain good communications with parents and other coaches. Address member concerns and convey any concerns to the Aquatics Director.

11. Required to maintain confidentiality in all personnel matters.
12. 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.
13. Complete all records and reports as required.
14. Deal with any problems, meets, items that come up throughout the summer swim season.