



## Columbia Falls Swim Team Assistant Coach Job Description

### Requirements:

1. Must be available for employment approximately May 1, 2023 to August 14, 2023. May be excused for up to one swim meet with commensurate reduction in pay with approval from Swim Team Board.
2. Must be available for Divisional and State Swim Meets.
3. Must be Lifeguard Certified.
4. Must have demonstrated the ability to work with age groups ranging from 5 to 19 years old.
5. Must be passionate about swimming & focused on teaching correct technique, teamwork, sportsmanship, and life skills.
6. Must be highly organized, able to multi-task and be a problem solver.
7. Must be a team player who is able to work within a group of people with varying personality types.

### Responsibilities:

1. Assists Head Coach in swim team practices, meets, and clinics.
2. Assists Head Coach with conducting safe, effective team practices and swim meet warm-up sessions.
3. Communicates team needs and requests to the Head Swim Coach and/or Board President.
4. Assists with set up/take down of equipment for swim practices and swim meets.
5. Performs other duties as assigned by the Head Coach.
6. Assists in the supervision of all aspects of the competitive swimming program, including teaching, administration, and deck coaching.
7. Reports to Head Coach & Board of Directors.

### Application Instructions:

Submit your resume and a list of references to [CFSTBoard@gmail.com](mailto:CFSTBoard@gmail.com). Please reference the job title in the subject line.

Columbia Falls Swim Team [CFSTBoard@gmail.com](mailto:CFSTBoard@gmail.com) P.O. Box 156 [www.cfwim.org](http://www.cfwim.org) Columbia Falls, MT 59912 updated: September 2016