

Part-time Head Coach Job Description

Indy Aquatic Masters, Inc. (IAM) is a 250+ member adult aquatic fitness program dedicated to helping adults incorporate healthier lifestyles through swimming. Our 501(c)(3) non-profit corporation was established in 2011. IAM includes a Masters Swim Club and an Adult Learn-to-Swim lesson program. We are recognized by U.S. Masters Swimming (USMS) as having Gold Club status, and received “USMS Club of the Year” twice along with other individual staff awards throughout the years since inception. IAM has also served as the host for seven National Championship events and taught over 500 adults how to swim in the Indianapolis community. As a member-focused organization, we provide an inspiring atmosphere that combines camaraderie, fun, and motivation to help our members and students achieve their personal fitness goals.

About the Masters Swim Club: IAM is a positive community of swimmers ages 18 and over including fitness, multisport, and competitive enthusiasts. In addition to scheduled workouts, we offer clinics, competitions, and social activities. We utilize several facilities for Masters swim workouts in the greater Indianapolis area including:

- IU Natatorium
- North Central High School
- The Riviera Club
- Carmel High School
- Lawrence North High School
- Center Grove High School
- Jewish Community Center

Requirements:

- Professional swim coaching experience with Masters, high school, club, or college. (Minimum 5 years)
- Personal competitive or fitness swimming experience.
- ASCA/USMS Coach Certification Level I & II required (or planning to complete).
- American Red Cross Lifeguard Certification including First Aid/CPR/AED (or planning to complete).
- Able to write well-planned workouts that accommodate all skill levels and abilities.
- Be able to nurture and motivate the non-competitive swimmer as well as the competitive swimmer.
- Proficiency with computers (i.e. Google sheets/Excel, Google Docs/Word) and electronic communication.
- Supervisory experience.
- Public speaking skills.

Desirable Requirements:

- Level III USMS Coach Certification.
- Meet or event management experience and/or Hy-tek software experience.
- Knowledge of budgets and financial statements.
- Experience working with a Board of Directors.
- Emergency and safety protocol awareness.
- Experience working with non-competitive athletes.

Duties:

Coaching (75%)

- Conduct yourself in a positive and professional manner while coaching on deck.
- Coach at least 8 practices per week, rotating locations as needed.
- Input attendance electronically after each practice.
- Plan and organize workouts that accommodate different skills and abilities on a weekly basis.
- Plan and attend competitions or events (i.e. social activities) in which a large group of our members would be attending to assist with hosting, coaching, and/or organizing relays.
- Conduct periodic clinics including stroke development and open water swimming guidance.
- Actively participate in the recruitment, mentoring, supervision, and evaluation of the assistant coaches.
- Conduct coaching staff meetings as needed.

Administrative (25%)

- Work with the Executive Director as needed on program planning, budgeting, event planning, marketing, and communications.
- Coordinate the practice schedule with facilities and help negotiate/secure facility contracts.
- Manage and coordinate the weekly coaching schedules at our various locations.
- Provide weekly updates to the coaching staff including practice announcements.
- Respond to member comments, questions, and requests in a timely fashion via phone or email.
- Attend all Board of Directors quarterly meetings and provide a coaching progress report.
- Maintain a good working relationship with the Indiana LMSC "GRIN" and attend meetings when possible.

This Position reports to the Board of Directors of Indy Aquatic Masters, Inc.

Hours and Salary Range: 20-24 hours per week - \$25,000 - \$30,000/year (salaried)

Compensation will be based on experience and qualifications. Working hours include direct instruction at the pool as well as time away from the pool for meeting with facility management, partner organizations, events, and program planning. Costs associated with professional certifications, swim meets, and continuing education may be covered partially or fully pending Board approval. A \$75 gas card allowance will be provided each month. PTO available.

Application Deadline: Open until filled.

Contact:

George Quigley
President, Board of Directors
Indy Aquatic Masters, Inc.
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To apply, please submit a cover letter and resume to info@indyaquaticmasters.com.