

# **Masters Coach Job Description Template**

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*Use this template to advertise an open coaching position with your program*

**(Name of your organization)**

**(Title of the position you are offering)**

## ***Program Overview***

List the following:

- Mission statement
- Brief history of your program
- Program owner or manager and any unique features like nonprofit status
- Program membership restrictions—some private facilities are for members only
- Types and number of swimmers in your program; give the candidate an idea of who they'll be coaching
- Description of the aquatic facility such as the size of the pool and any attractive features

## ***Position Overview***

As an example:

The head Masters swimming coach of the XYZ Masters, a registered club with U.S. Masters Swimming, will be responsible for running the daily operations of the Masters swim program and will report directly to the facility aquatic director. The position requires that the head Masters coach coordinate and supervise assistant coaches, daily workouts, team travel to swim meets and open water events, along with other activities and club functions. The head Masters coach will drive club growth and strive to retain existing members while working under the guidelines of the XYZ Masters club mission statement and any other stated objectives.

## ***Roles and Duties***

List specific responsibilities as bullet points under each of the following categories. I've included a few examples. By no means is this list required or complete—edit it to address the specific needs of your program.

### **Administrative Duties**

- Register the club and swimmers with USMS
- Hire and supervise assistant coaches
- Manage club accounting including collecting revenue and paying expenses
- Attend scheduled meetings with aquatic facility staff
- Make travel arrangements for the club
- Serve as the club contact for USMS and attend LMSC meetings as necessary
- Update "Places to Swim" on the usms.org website with current information

- Host USMS sanctioned swim meets and open water and fitness events
- Host swim clinics and other educational opportunities for club members
- Identify, recruit, and develop club sponsorships
- Involve the Masters program in community service opportunities such as the USMS sponsored initiative “April is Adult Learn-to-Swim Month”
- Organize a support team consisting of club members and volunteers
- Create marketing resources

## **Coaching Duties**

- Set goals for the club
- Develop a seasonal plan for the club
- Help each swimmer set individual goals
- Write workouts
- Coach workouts
- Schedule assistant coaches
- Offer stroke development clinics with video filming options
- Travel to events
- Attend continuing education offerings for swimming coaches

## **Travel and Weekend Requirements**

List approximately what percent of the job requires travel and whether the position also requires availability on nights and weekends to coach and to respond to inquiries from staff or members.

## **Summary of Qualifications**

Care should be given under this category not to list too many requirements. You don't want to discourage a perfectly qualified candidate because he or she doesn't meet each and every detail you've listed. Take the applications and determine if you are willing to overlook a deficiency that can be overcome easily.

- Minimum number of years of professional work experience
- Current membership in USMS
- Minimum of Level 2 USMS Masters coach certification (or will obtain within six months of hire)
- Safety training for coaches or lifeguard certification including CPR, first aid, and AED
- Ability to motivate adult athletes in a positive manner
- Demonstrated proficiency in teaching stroke development, stroke correction, and proper technique
- Understanding of the rules of USMS as described in the rulebook
- Exceptional organizational skills and ability to multitask
- Excellent interpersonal skills
- Excellent writing, listening, and verbal communication skills
- Ability to make clear recommendations and decisions
- Knowledge of Hy-Tek Meet Manager a plus
- Minimum education requirement

## **Compensation**

Your option here is to list a salary or hourly pay range or just state:

“Compensation is commensurate with applicant’s job qualifications.”

List any other employment benefits such as vacation, holiday paid time-off, insurance or financial support of professional coaching continuing education.

## **To Apply**

Specify what information you want applicants to submit, how you would like it delivered (email or paper), and the address you would like it sent to. An example might be:

“To be considered for this position, send a letter of interest and resume via email to XYZ Masters to the attention of Mary Smith: (Mary’s email address)”