Revised 11/20/2026

Temescal Aquatic Masters Head Coach — Job Description

About TEME

Temescal Aquatic Masters (TEME) is a United States Masters Swim Team that provides organized workouts and clinics for adults aged 18 and older. Workouts are open to adult swimmers (fitness, triathlete, competitive, non-competitive) who are dedicated to improving their fitness through swimming. With a USMS-registered membership of about 200 swimmers and 16 scheduled workouts per week, TEME is one of the largest and most diverse Masters swim teams in Oakland, CA. TEME's home pool is the City of Oakland's lovely 100-foot long, outdoor Temescal Pool. TEME is a membership-driven, 501(c)(3) organization with an active Board of Directors.

Position Overview

The Temescal Aquatic Masters Head Coach will serve as a motivational figure who inspires high morale, fosters team cohesiveness, communicates effectively, and provides positive reinforcement. Possessing a passion for swimming and working with swimmers, the Head Coach encourages swimmers and provides guidance on stroke technique for swimmers of varying abilities. The Head Coach position is a part-time, year-round position. The Head Coach coaches a minimum of three practices weekly and dedicates an additional 10-15 hours monthly toward other duties. This position reports to the Board of Directors. A key leader of our team, the Head Coach should be an experienced coach and swimmer who loves swimming and helping adults become better swimmers and achieve their fitness goals.

Duties and Responsibilities

Coaching Duties:

- Coach three or more workouts per week. Substitute coach as needed.
- Open/close the pool (managing locker room, pool room, all supplies, coordinating pool covers, etc.).
    - Prepare and coach workouts, including:
        - Develop appropriate workout plans adaptable to various lanes and abilities.
        - Welcome swimmers by name and when possible, answer questions.
        - Take attendance using our Zen Planner app.
        - Remain on pool deck offering stroke instruction, assessment, and correction.
        - Teach swimmers proper stroke technique and reinforce the correct stroke during practice.
        - Serve as on-duty lifeguard, remaining focused on swimmer safety at all times.
    - Enforce TEME policies and the posted pool rules and regulations.
- Develop a seasonal plan/training cycle for TEME that is responsive to the varying levels of goals and skills of both non-competitive and competitive swimmers.
    - Examples: Biannual time trials, focus weeks/months, open water emphasis in summer, etc.
- Attend and coach swimmers at identified focus meets.
- Mediate grievances on deck in accordance with team policy and refer incidents to the Board as necessary.
- Take water samples and perform other administrative tasks and record keeping requirements as required by TEME and the City of Oakland.
- Promptly report any injuries, damage or problems to the Pool Manager and Board President.
- Attend continuing education offerings for coaches as approved by the Board of Directors.
- Follow all rules outlined in our lease agreement with Oakland Parks and Recreation Department.

Other Duties:

- Hire and supervise assistant coaches, including substitute coaches. Currently TEME has six assistant coaches.
    - Ensure all coaching staff have required training and certification.
    - Sign off on assistant coach timecards.
    - Schedule assistant coaches and substitute coaches, as needed
    - Schedule and lead quarterly coaches' meetings to ensure that all coaching staff understand and implement the training plan and TEME policies.
- Develop and host swim clinics and other educational and team building opportunities for club members. In the past, these have generally included an annual Swim Challenge, an annual intrasquad meet, and periodic swim and stroke clinics.
    - The Head Coach would be expected to host, at minimum, two major events annually (e.g. Swim Challenge, intrasquad meet) and quarterly clinics
- Maintain inventory and organization of all TEME equipment at all times, including fins, buoys, kickboards, paddles in the two big lockers on deck; the TEME lockers in the coaches room; the blue TEME trunk in the coaches room; any TEME first aid supplies
- Provide a Head Coach report to the monthly Board of Directors meeting.
- Serve as TEME contact for USMS and participate in Pacific Masters Swimming, the USMS subunit for our region, as necessary.
- Submit regular and accurate time and expense reports.
- Work with the Board of Directors to implement policies and procedures.
- Other duties as required.

Summary of Qualifications

The ideal candidate will have two years' experience coaching a Masters-level swim team, preferably affiliated with USMS. Other relevant club experience (e.g. collegiate or age group-level) will be considered. The ideal candidate will also have competitive swimming experience and demonstrated interest and experience in providing challenging, motivating workouts to team members with a range of swimming abilities.

Minimum requirements and qualifications:

- Demonstrated experience effectively coaching competitive and recreational swimmers; demonstrated proficiency teaching stroke development, stroke correction, and proper technique
- Competitive swimming experience and strong knowledge of stroke mechanics
- Certification in Red Cross Lifeguard Training and First Aid is required; preference for those certified in Red Cross Water Safety Instruction
- Excellent interpersonal skills
- Excellent writing, listening, and verbal communication skills
- Maintain a professional and responsible attitude and demeanor at all times. Encourage the TEME mission of promoting community physical fitness, personal achievement, friendship, and fun through recreational and competitive swimming
- Must be at least 18 years of age
- Knowledge of Zen Planner a plus
- Physical demands include the ability to instruct and observe participants in proper stroke techniques, lift and move light equipment, and to take chemical samples

Preferred attributes:

- Masters Coach Certifications Level 1 and 2
- Bachelor's degree in a related field

- Willingness to coach weekday morning practices.

Supervision

This position supervises assistant coaches and substitute coaches.

Reporting

The Head Coach reports to the Board of Directors.

Compensation

This is a part-time, hourly position. Compensation is commensurate with experience. In addition to the hourly pay rate, TEME will pay the Head Coach's annual USMS dues and biennial lifeguard certification fee, waive TEME membership fees, and reimburse pre-approved professional development costs as appropriate.

TEME is committed to ensuring a diverse and welcoming environment for all individuals, regardless of race, gender, religion, nationality, ethnicity, sexual orientation, gender identity, physical ability, or disability. This job description is not an employment agreement or contract. TEME reserves the right to change this job description at any time without notice.

To Apply

To be considered for the position, email a letter of interest and resume to jobs@temescalmasters.org