

Job Description: Assistant Coach

About Temescal Aquatic Masters

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 20 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

Temescal Aquatic Masters Assistant Coaches serve as motivational figures who inspire high morale, foster team cohesiveness, communicate effectively, and provide positive reinforcement. Possessing a passion for swimming and working with swimmers, Assistant Coaches encourage swimmers and provide guidance on stroke technique for swimmers of varying ability. Under the direction of the Head Coach, Assistant Coaches implement the technique and fitness goals set by the Head Coach while bringing their own experience, style, and personality to their own workouts.

The Assistant Coach position is a part-time, year-round position. The Assistant Coach will lead two workouts (7:30-9:00am and 9:00-10:30am) every other Sunday. This position reports to the Head Coach. In this leadership role, an Assistant Coach should be an experienced coach and swimmer who loves the sport and enjoys helping adults become better swimmers and achieve their fitness goals.

Duties and Responsibilities

- Provide coaching during TEME'S weekly schedule of workouts.
 - Open/close the pool (managing locker rooms, pool room, all supplies, coordinating pool covers, etc.),
 - Prepare and coach workouts, including:

- Develop appropriate workout plans adaptable to various lanes and abilities and within the framework and goals set forth by the Head Coach.
 - Welcome swimmers by name if possible, answer questions and accept dues payment.
 - Take attendance.
 - Remain on the pool deck offering stroke instruction, assessment and correction.
 - Teach swimmers proper stroke technique and reinforce the correct stroke during practice.
 - Enforce the posted pool rules and regulations.
 - Mediate grievances on deck in accordance with team policy and refer incidents to the Grievance Committee as necessary.
 - Take water samples and perform other administrative tasks and record keeping requirements as required by TEME and the City of Oakland.
- Attend quarterly coaches meetings as necessary (estimated at approximately 1 hour/qtr), as well as periodic training and/or workshops as determined by the Head Coach.
 - Take water samples, track attendance 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 Head Coach.

Minimum Requirements and Qualifications

- Must be at least 18 years of age.
- American Red Cross Lifeguard and First Aid certification required [preference for those certified in Red Cross Water Safety Instruction (WSI)]

- Maintain a professional and responsible attitude and demeanor at all times. Encourage and further the TEME mission of promoting community physical fitness, personal achievement and camaraderie through recreational and competitive swimming.
- Competitive swimming experience and strong knowledge of stroke-mechanics are strongly preferred.
- Physical demands include the ability to instruct and observe participants in proper stroke techniques, lift and move light equipment, and take chemical samples.

Reporting

The Assistant Coach reports directly to the Head Coach.

Salary and Benefits

This is a part-time, hourly position. Compensation is \$30/hour. In addition to the hourly pay rate, TEME will pay the Assistant Coach's annual USMS dues and waive TEME membership fees.

While the Assistant Coach must have a valid American Red Cross Lifeguard and First Aid certification upon hire, TEME will pay the course fees for recertification as needed.

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.

Additional Information

- TEME generally schedules workouts according to the following schedule
 - Weekday mornings
 - M-F 5:30am-6:30am
 - Tu & Th 6:30am-7:30am

- Weekday evening
 - M-Th 7:00pm - 8:00pm
 - Fri 7:00pm - 8:30pm
- Weekends
 - 7:30am-9:00am and 9:00am-10:30am
- Attendance is mandatory at all practices/meetings which the Assistant Coach is scheduled to attend. Absences are permitted only with the prior agreement of the Head Coach, and Assistant Coaches must submit a timecard every other week.
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