

Craig Waverunners Swim Club Coach Job Description

Job description

- Coaching on deck approx 13 hours/week
- Additional time for team administrative tasks
- Traveling to swim meets
- Coordinating monthly time trials
- Hosting January Winter Games Swim Meet, with support of board and parents
- Working with Board to see that all paperwork is in order
 - for swimmers
 - for club in general
- Making sure swim team equipment is in good working order (Colorado timing/computer/stopwatches etc.) and that all computerized information is backed up on a regular basis

Expectations

- Strong and cooperative communication with the CWSC board and Craig City Pool Manager; ensure that board, Pool Manager and parents are all getting the same information
- Notify board or designated person with any changes in schedule or important information; do not just tell swimmers
- Utilization of TeamUnify to communicate with board, parents and swimmers, upload swimmer's times and to schedule team events.
- Know, follow and implement all aspects of CWSC handbook with board/club/parents
- Effectively handle discipline situations
- Have swimmer information cards easily accessible during practices
- Positive and appropriate coaching and interaction with swimmers and parents
- Keep parents off of deck
- No favoritism will be shown; all swimmers will be treated equally
- Provide written documentation of expenses for payment/reimbursement
- Request resignation be submitted in writing at least 30-days before specified last day

Compensation (in addition to City Agreement)

- \$500 per month during the school year (Sept-April)
- May, June, July and August coaching responsibilities and corresponding compensation to be determined.
- Hotel and travel (ferry/plane) costs will be covered by the club plus \$60.00 per diem for each day of a meet and travel to and from a meet. For extended meets, a vehicle will be provided.
- Club will not cover the cost of extended stays for work travel that does not directly benefit the club and has not been cleared through the board.
- When traveling to swim meets, the club will pay for deck time that exceeds the 40 hour work week and isn't covered by the city. Payment to be equal to the city's hourly wage rate. No overtime rates to be paid. More details available as outlined in City of Craig position contract.
- A one-time \$1000.00 moving reimbursement will be offered with \$500.00 to be paid on the first day of employment and the remaining \$500.00 to be paid six months later.