

KAMLOOPS AQUATICS CLUB
DBA. KAMLOOPS CLASSIC SWIMMING
JOB DESCRIPTION
TITLE: HEAD SWIM COACH

POSITION SUMMARY:

This position is responsible for directing club activities to provide inclusive, safe, enjoyable, and productive experiences for all participants. The Head Coach reports to the Board of Directors and leads a team of competitive and instructional coaches and staff. The successful candidate will be technically skilled, organized; able to communicate effectively with swimmers, parents, coaches, staff, and Board of Directors. The successful candidate will be a strong leader who is able to develop and implement long-term plans; and is committed to the administrative and financial processes of a successful swim club.

QUALIFICATIONS AND EXPERIENCE

- ❖ Minimum 5 years coaching in a competitive swim environment
- ❖ Minimum NCCP Age Group Coach 'Certified.' (Preference may be given to NCCP Senior Coach 'Trained')
- ❖ Bachelor's Degree in Sport Management / Physical Education / Human Kinetics or equivalent (Relevant combination of education and experience may be considered)
- ❖ Experience developing athletes, coaches, staff, and volunteers
- ❖ Experience with dryland training and nutrition is an asset
- ❖ Experience working with a budget approved by the Board of Directors
- ❖ Must be a Canadian Citizen, Permanent Resident or show proof of right to work in Canada
- ❖ Provide a current criminal record check including vulnerable sector screening (for applicants 19 years of age and older)

SKILLS:

- ❖ Demonstrated strong leadership skills with the ability to inspire and guide athletes and staff.
- ❖ Deep understanding of swimming techniques and theoretical principles to effectively lead and develop competitive athletes.
- ❖ Proven technical knowledge of swimming and the ability to teach and refine skills across all levels.
- ❖ Excellent organizational and project management skills to coordinate training schedules, meets, and team operations.
- ❖ Exceptional communication and interpersonal skills; able to engage effectively with athletes of all ages and abilities, families, staff, coaches, the Kamloops Aquatic Club (KAC) Board of Directors, and City of Kamloops personnel.
- ❖ Displays mature judgment, reliability, and ethical behavior, including punctuality, confidentiality, constructive feedback, and the ability to thrive in a fast-paced, multi-tasking environment.

RESPONSIBILITIES:

The Head Coach plays a pivotal role in championing a passion for swimming and shaping the development, and success of our swimmers and coaching team. The Head Coach will also fulfill all the obligations of the job description and reports to Kamloops Aquatic Club (KAC) Board of Directors. Key responsibilities include but not limited to the following:

Communication:

- ❖ Effectively communicate with the Kamloops Aquatic Club (KAC) swim club members including: swimmers and their parents, coaches and staff and all board members
- ❖ Work with the City of Kamloops Aquatics Manager to schedule all pool time requirements
- ❖ Inform Kamloops Aquatic Club (KAC) Board of Directors, City of Kamloops staff, of all equipment requirements

Coaching:

- ❖ Lead the development and execution of yearly training programs and practice plans aligned with athlete progression and club goals.
- ❖ Oversee the holistic growth of the Kamloops Aquatic Club, fostering excellence across all levels.
- ❖ Mentor and support assistant coaches, actively contributing to their growth through feedback, collaboration, and ongoing education ("coaching the coaches").
- ❖ Serve as a positive role model for athletes and coaching staff, demonstrating integrity, sportsmanship, and professionalism.
- ❖ Commit to continuous professional development in coaching through certifications, workshops, and engagement with the broader swimming community.

Administration:

- ❖ Develop and maintain a strong swimming program by supporting and working collaboratively with Coaches, Staff and Board of Directors
- ❖ Ensures the management of the maintenance of the updated competitive team roster and all meet events, entries and results employing current team software
- ❖ Ensures planning and scheduling of SwimSkill Lesson program, Swim & Play Summer Camps, Kamloops Masters' Program, Kamloops Aquatic Club (KAC) Competitive & Recreational Swim Programs, as well as any scheduled Swim Meets and any other Kamloops Aquatic Club (KAC) hosted or affiliated events
- ❖ Ensure club compliance with Swim BC, Swimming Canada and Kamloops Aquatic Club (KAC) policies
- ❖ Attend board meetings and sit on board sub-committees as required
- ❖ Collaborate with Board of Directors to develop and maintain a strategic plan for club growth and development

- ❖ Work directly with Kamloops Aquatic Club (KAC) Administrative Assistant on all required administrative items
- ❖ Responsible for recruitment, development and on-going training of coaching staff

Other Tasks and Functions:

- ❖ Recruit, orient and mentor new coaching staff for the Competitive, Recreational and Master's programs, adhering to budgets approved by Board of Directors
- ❖ Act as a role model and mentor for Kamloops Aquatic Club (KAC) coaching staff and the swimmers
- ❖ Identify coach education opportunities and requirements and seek funding approval for those attending
- ❖ Works with regional partners, Swim BC, coaches and swim families
- ❖ Manage annual budgets approved and allotted for operational programming
- ❖ Market KAC to Swim BC and other swim clubs to augment home meet participation and revenue generation
- ❖ Adherence to all Kamloops Aquatic Club (KAC), City of Kamloops, and Swim BC Policies and Procedures
- ❖ Ensures safety of swimmers and staff is a primary focus.