



JOB POSTING SWIM OTTAWA HEAD COACH (FULL-TIME)

About Us: Swim Ottawa (SWOTT) is one of Ottawa's largest not-for-profit competitive swim clubs. We are dedicated to leading, developing and promoting positive swimming experiences that set young people up for success in the pool and in life by pursuing athletic excellence and inclusivity within the team and the Club's broader community. Our vision is to be one of Canada's leading swim clubs through strong swimmer performance and positive team character. Learn more about SWOTT by visiting our website at: <https://swimottawa.ca/>.

We pride ourselves in providing a high-performance training environment that allows swimmers to pursue their love of the sport, whether they are at an elite level or further strengthening their skills towards being a life-long swimmer. Our Club is athlete-centred, coach driven, and family supported. We are financially secure and deeply rooted in our community. Our main training facility is the newly renovated Brewer Pool in the centre of Ottawa. Our coaching staff is supported by a full-time General Manager and an engaged Board of Directors. With over 130 competitive athletes, 100 pre-competitive swimmers, 25 Para swimmers and a growing community of varsity returnees, we are building something special – and we are looking for a passionate Head Coach to lead us.

Job Overview: SWOTT is seeking an experienced, knowledgeable and dedicated full-time Head Coach to join our team and direct the upcoming 2026-27 season and beyond. The Head Coach will work as part of a dynamic and supportive coaching team that thrives on collaboration and learning. Our ideal candidate is a talented leader, mentor and team player, who has experience building a positive on-deck environment that values performance and fun for athletes across multiple levels and abilities. The Head Coach will work with the Board of Directors to communicate and execute a vision for the continued long-term growth of our club. If you are ready to inspire, lead and grow the next generation of competitive swimmers in Ottawa then join SWOTT!

Key Responsibilities: Reporting to the SWOTT President and Board, the ideal candidate is responsible for all Head Coach duties, including:

- **Administration:**
 - Collaborate with the General Manager to execute the Club's vision and strategy (and related administrative duties) to continue the development and growth of our competitive and pre-competitive programs.
 - Participate in regular Board meetings as an ex-officio member to report on Club and swimmer programming and progress.
 - Manage the implementation of meet schedules, practice sessions, training camps, swim meets, competition entries and team building activities for all age-group swimmers.
 - Lead and manage regular coaching meetings and team functions.
- **Communication and Coordination:**
 - Work with the City of Ottawa and other facility managers to organize and maximize pool time available to the Club. This includes positioning our Club within the Ottawa swimming



community to capitalize on opportunities for access to a new 50m pool the City of Ottawa will build in the next 3-5 years.

- Liaise with Swim Ontario and Swimming Canada. Work creatively with the Board to build productive relationships and partnerships with varsity and community swim clubs throughout the region.
 - Promote and grow the club by recruiting and retaining swimmers.
 - Communicate effectively and serve as a positive ambassador for the Club in all interactions with athletes, families, officials and the broader swim community.
- Coaching:
 - Lead planning activities and collaborate with the coaching team to develop and implement a comprehensive, progressive swim program that reflects the Club's coaching philosophy and Swimming Canada's Age-Appropriate LTAD model.
 - Create an environment that encourages personal excellence, leadership and supportive team culture amongst swimmers while striving for performance and results. Motivate swimmers by setting clear expectations, ensuring an inclusive environment and building swimmer accountability.
 - Provide direct coaching to designated groups and oversee training plans across all levels of the Club. Attend swim meets and other events.
 - Lead the development of both group and individual swimmer goals, providing swimmer evaluations and growth/goal recommendations as well as group placements in consultation with the rest of the coaching team.
 - Culture:
 - Cultivate and foster SWOTT culture focused on collaboration, learning, integrity and resilience in pursuit of a life-long love of swimming.
 - Be an inspiration for swimmers and other coaches in a positive and encouraging way.
 - Uphold key policies that set SWOTT apart from other clubs including Just Culture, the Swim Ontario Code of Conduct, and an ongoing dedication to a learning culture.
 - Encourage volunteerism, leadership and participation in fundraising with swimmers and their families.
 - Model integrity by following Safe Sport protocols, fostering a water-safe environment and promoting Swim Ottawa safety practices and policies.

Qualifications: The ideal candidate will have:

- Current membership in good standing with the Canadian Swimming Coaches Association (CSCA).
- Minimum 10 years of combined proven coaching, training, and other relevant experience.
- Minimum 3 years of coaching experience with provincial and national-level qualified swimmers.
- NCCP Senior Coach (301) In-Training or higher. Successful candidate will be expected to complete their Senior Coach certification within 1 year.
- Head coach or other proven leadership experience including mentoring other coaches.



- Deep understanding and alignment with Swimming Canada's Age-Appropriate Long-Term Athlete Development model.
- Extensive knowledge in the technical aspects of competitive swimming.
- Strong organizational, leadership, diplomacy, communication and interpersonal skills, and the ability to cultivate a positive team spirit.
- Working knowledge of computer software used by swim clubs, such as Hy-Tek Team Manager & Meet Manager, PoolQ and TeamUnify, as well Microsoft Office and Teams.
- Clear Criminal Record / Vulnerable Sector Check.
- NLS, CPR & Standard First Aid (current certifications).
- Knowledge of or experience working with para swimmers is a valuable asset.
- An ability to step into the active role of Head Coach by **August 1, 2026**.

Benefits of Working with Us: Swim Ottawa is an inclusive family-oriented organization providing a supportive work environment with benefits that include:

- Funding to further develop coaching skills and expertise.
- A designated workspace within the House of Sport that fosters connection with the local and national sporting community.
- A collaborative, flexible work environment.
- Competitive salary commensurate with experience.
- Annual technology allowance.
- Annual vacation time off.

How to Apply: Send your resume with your detailed qualifications, experience and coaching philosophy, as well as a cover letter indicating your wage expectations, to careers@swimottawa.ca. All applications are strictly confidential. Only applicants chosen for interviews will be contacted. Applicants are encouraged to submit as early as possible before the deadline as we will be conducting a rolling recruitment.

This is a full-time non-standard position that requires working an irregular schedule including early mornings, evenings, and some weekends.

Applicants must be legally authorized to work in Ontario, Canada, and must be able to travel locally, nationally, and internationally.

Deadline to Apply: May 31, 2026

Become part of something bigger. Help us to inspire, compete and grow together – one stroke at a time!

SWIM OTTAWA – Excellence Starts Here.