

# **McAllen Swim Club**

## **Swim Director Job Description**

McAllen Swim Club is competitive swimming organization affiliated with USA Swimming for swimmers of all ages in the McAllen, Texas area.

### **Position Summary:**

Swim Director shall be responsible for the swim program and its administration. He/she will be responsible for the development of a complete age group program for swimmers wishing to participate in local, state, regional, and national meets. He/she will recommend assistant coaches to the MSC Board to be hired. Other responsibilities include the planning and implementation of MSC's operations in four key areas: Swimmer Development; Human Resource Management; Promotion of the Club; and Administrative Operation.

### *Key Elements of Position:*

1. **Competitive Development of Club's Swimmers** – Fosters individual excellence through the implementation of goal setting and positive motivational strategies
2. **Human Resource Management** – Attracts, develops and supervises coaching staff, exercises leadership, and encourages a productive and dynamic coaching team
3. **Promotion of the Swim Club** – Promotes activities that enhance the image of the McAllen Swim Club through involvement in community organizations. Works in conjunction with the City of McAllen- Aquatics Department and McAllen ISD.
4. **Administration of the Swim Club** – Working under the direction of the MSC Board, ensures effective, efficient club operation within a set budget, and ensures that administrative functions are carried out completely and professionally

### **Event Operations**

- Schedule swim meets and team events
- Will promote and set up any and all team events
- Communicate meet entry deadlines and meet entry requirements to parent members on a timely and consistent basis
- Membership registration
- Registration of MSC swimmers for meets, including meet signups and meet entry, meet entry files, and import meet results into Team Unify system
- Posts details and sign up information for special events on the web based calendar for the team on a timely and consistent basis.

### **Finance**

- Review and approve staff time sheets, expense reports and reimbursements in conjunction with Treasurer
- Ensure staffing allocations and expenses are consistent with annual budget

### **Specific Accountabilities and Deliverables:**

- 1) Manages all coaching personnel, including: training, monitoring, evaluation and, when required dismissal.
- 2) Maintain coaching staff work schedules and ensure coverage for practices, meets and team events
- 3) Swim Director develops appropriate swim training program, weekly training schedules, and athlete monitoring and mentoring, this includes training set development.
- 4) Attends swim meets
- 5) Maintains individual and group training as well as competition development records.
- 6) Verify compliance with coach certification requirements and team policies on coach development (USA Swimming background checks, first aid, life guard training, coach training, etc.)
- 7) Communicates effectively and regularly with the MSC membership on all issues regarding the club
- 8) Oversees administrative functions (meet entries, swimmer selection, recording of results, travel arrangements and expense forms and all other necessary administrative functions)

### **Knowledge, Skills and Abilities:**

- Self-motivated
- Punctuality
- Reliability
- Time management and Collaborative skills
- Leadership and managerial skills

### **Education and Required Experience:**

- A degree from a four year college is desirable
- ASCA Certification Level 2 or higher
- Extensive swim coaching experience, ideally in similar club environment, and ideally as Head Coach or Assistant Head Coach
- Experience supervising and training coaches
- Experience with Team/Meet Manager (hy-tek) and Team Unify is desirable

Salary commensurate with experience

PLEASE SUBMIT RESUME TO: [chbenavi@aol.com](mailto:chbenavi@aol.com)