



# Raleigh Swimming Association

---

[www.swimrsa.org](http://www.swimrsa.org)

**Position:** Lead Coach at the Bluffs Site

reports directly to the Head Coach

**Compensation:** \$35,000.00 to 40,000.00 annually

**Benefits:** 403b, paid vacation and gratis programming

## Introduction

This full-time position is located primarily at the satellite site at Sunset Bluffs, 100 Caverly Court, Fuquay-Varina, North Carolina. Some practices are held at other sites, including the Sonner Aquatic Facility, 1013 Jones Franklin Road, Raleigh, North Carolina and the Sunset North Pool, 215 Kingsport Road in Holly Springs, North Carolina. The position requires an average of seventeen+ (17) hours per week as a Lead Coach, ten+ (10) hours per week as an Assistant Coach, and four+ (4) hours per week performing administrative responsibilities. Meet attendance, as determined by the Head Age Group Coach and/or the Head Coach of the swim team, is expected. Weekend and evening hours are expected.

## Primary Duties

Responsibilities for this position include, but are not limited to, the following tasks:

- Leading three swim team practice groups, including writing workouts and taking attendance;
- Writing and sending weekly emails to practice groups led by the Lead Coach;
- Preparing and disseminating athlete progress reports and report cards for the athletes in the practice groups led by the Lead Coach;
- Assisting with a minimum of three swim team practice groups;
- Participating in RSA swim team recruiting activities, as requested by the Head Age Group Coach, Head Coach and/or Executive Director;
- Attending swim meets as requested by the Head Age Group Coach or Head Coach of the swim team;
- Interacting in person, by phone and via electronic communication with parents and guardians of swim team members;
- Enforcing Sonner, Bluffs, North, and swim team policies;
- Opening and closing Sonner, Bluffs, or North in coordination with other swim team staff;
- Assisting in recruiting;
- Assisting in fundraising;
- Participating in agreed-upon organization activities and organization related affairs, as directed by the Head Age Group Coach of the swim team, the Head Coach of the swim team and/or the Executive Director; and

- Assisting the Bluffs Site Lead, the Head Age Group Coach of the swim team, Head Coach of the swim team, and/or the Executive Director as needed.

**Required Skill Set:**

- USA Swimming Coach credentials in good standing
- Current American Red Cross professional lifeguard certification

**Preferred Skill Set**

- Exceptional customer service skills
- Familiarity with Word
- Familiarity with Excel
- Attention to detail

**Education Required**

- High School Diploma
- Associate's Degree or higher preferred