



# Raleigh Swimming Association

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

**Position:** Part-Time Lead Coach

reports directly to the Head Coach of the Swim Team

**Compensation:** \$21.00 per hour

**Benefits:** gratis programming

## Introduction

This part-time position is located at the satellite site located at Sunset Bluff Pool, 100 Caverly Court in Fuquay-Varina, North Carolina. The position requires an average of ten+ (10) hours per week coaching on deck and two+ (2) hours per week performing administrative responsibilities. Meet attendance, as determined by 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 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 one swim team practice group;
- Attending swim meets as requested by the Head Coach of the swim team;
- Interacting in person, by phone and via electronic communication with parents and guardians swim team members;
- Enforcing Bluffs and Sonner swim team policies;
- 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 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

**Education Required**

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