**Position Title:** Assistant Coach for (INSERT SWIMMING CLUB)

**Reports To:** (INSERT SWIMMING CLUB) Head Coach

**Location:**

**Position Type:** Full time / Part Time.

**Remuneration:**

**People Contacts:** (List direct reports of the assistant coach.)

**Position Purpose:** (INSERT SWIMMING CLUB) (Club Code) is a local organisation that represents swimming - helping to ensure every member swims to their potential. The vision of the (INSERT SWIMMING CLUB) is (INSERT VISION IF APPLICABLE) and our mission is (INSERT MISSION IF APPLICABLE).

 We are seeking an enthusiastic, motivated and dedicated coach to contribute to the further development and growth of the (INSERT SWIMMING CLUB) (Club Code) programme. It is envisaged that the successful applicant would have or be able to quickly gain the respect of the (INSERT SWIMMING CLUB) swimmers and key stakeholders.

**Recruitment Timeline:** Advertise:

 Applications close:

 Short list for interviews:

 Interview:

 Start role:

# 1. Key Tasks/Activities/Responsibilities

|  |  |  |
| --- | --- | --- |
| **Key Responsibility Area** | **Performance Indicators** | **Specific Tasks** |
| **Coaching** |
| 1. (INSERT SWIMMING CLUB) Assistant Coach
 | Delivery and execution of daily (INSERT SWIMMING CLUB) Training Programmes | * Support the Head Coach in the delivery and execution of daily training programmes in accordance with the annual and long term training plan.
* Run and direct workouts in the absence of the Head Coach
* Provide input and ideas into the design of individual and group training programmes
* Have involvement in running and implementing the dry land programme
 |
| **Programme Administration** |
| 1. (INSERT SWIMMING CLUB) Programme Support
 | Maintain (INSERT SWIMMING CLUB) Programme relationships and manage day to day administration of the programme as required | * Help to establish an environment that fosters positive team attitudes, encourages self-discipline, sportsmanship and responsibility
* Attend competitions and camps as required
* Undertake administrative tasks as necessary
* Liaise with performance providers to coordinate the support given to the programme
* Produce documentation on results, reports and presentations to support the role as required
 |

**2. Selection Criteria**

The successful candidate would ideally:

* Have coaching experience at a (INSERT DESIRED LEVEL) level with proven success and ideally have some experience of swimming and/or coaching at an (INSERT DESIRED LEVEL) level.
* A current SNZ Coaching award level \_ (or better), or be working towards the attainment of such an award.
* Have sufficient management skills to assist and/or lead a group of athletes and deliver a successful and continually evolving programme

**3. Measurement**

The (INSERT SWIMMING CLUB) Programme Assistant Coach’s performance will primarily be measured against the following criteria:

* Achievement of agreed specific KPI targets outlined in Key Tasks / Activities / Responsibilities and performance reviews
* Effective internal and external stakeholder management.

**4. Key Stakeholder Relationships**

|  |  |
| --- | --- |
| *Internal** (INSERT CLUB CODE) Head Coach
* (INSERT CLUB CODE)Swimmers
 | *External** \_\_\_\_\_\_\_ Aquatic Centre
* New Zealand Swimming Clubs and Regions
 |

**5. Attribute Summary**

*Personal Attributes*

* Flexibility and Adaptability
* Initiative

*Job Fit*

* Oral Communication and Presentation
* Organisational Awareness

*Organisational Fit*

*Task Ability*

* Effective written and verbal communication
* Judgement (Decision Making)

*Interpersonal Ability*

* Performance Improvement
* Relationship Building
* Basic Computer Skills
* Work effectively within the (INSERT CLUB CODE) structure