



## Job Description: Head Coach

### Role

To develop and supervise a swim programme that will enable the club to fulfill its mission statement

### Skills

- Swim England qualification Coaching Level 2 or above
- Good communicator at all levels
- Ability to motivate swimmers and volunteers
- Good time management, ability to use time effectively and efficiently

### Main Duties

- Responsible to the Club Committee
- Plan and deliver coaching sessions appropriate to the ability of the participants
- Monitor the progress of all swimmers and maintain a database with current time information on all swimmers
- Design annual training goals and training schedules
- Develop a competition schedule for the season, with the support of other coaches
- Be familiar and abide by all policies and codes as required by the club and Swim England. Update documents, where necessary to ensure maintenance of the Club's Swim Mark accreditation.
- Recruit, orient and supervise all poolside volunteers
- Ensure correct staffing levels at all training sessions and find substitutes in cases of absences
- Give instruction on competitive swimming techniques to all teachers and coaches
- Conduct regular staff meetings
- Conduct evaluations of staff performance and ensure all credentials are current
- Conduct regular parent meetings
- Maintain communication with parents, coaches, poolside staff and committee members
- Be aware and understand the facilities Emergency Action Plan and Normal Operating Procedures (EAP and NOP)

### Commitment

Approx. 25 hours per week plus weekend galas, opens, championships and swim camps

### Current Post Holder:

Gary Barnes (Appointed: November 2019)

Any queries please contact [secretary@wolverhamptonsc.co.uk](mailto:secretary@wolverhamptonsc.co.uk)

Head coach to be in place by August 2024.