

Paxton Park District
Job Description
PAXTON AQUATIC WILDCATS – SWIM TEAM COACH

Minimum Qualifications

- Be at least 18 years of age.
- Valid Water Safety certification or Lifeguard Certification or ability to obtain.
- Valid First Aid, CPR, AED certification or ability to obtain.

Required Knowledge and Skills

- Applicant must possess the knowledge and skills necessary to direct and manage all aspects of the Paxton Aquatic Wildcats Swim Team.

Duties and Responsibilities

- Work with Director in determining the in-season practice schedule.
- Must be available for roughly 8-9 weeks, Mondays-Saturdays, from early June to late July.
- Work with swim conference representatives to insure quality and effective swim meets.
- Must organize and train a group of volunteers and work closely with volunteers and parents during practices and meets.
- Must promote and cultivate good relationships with swim team participants, parents, volunteers, and pool staff.
- Responsible for proper inventory, maintenance, sanitation, and safety of pool area and pool or swim team related items.
- Responsible for the ordering of ribbons, medals, trophies. Any approved purchases will be fully reimbursed.
- Must be in regular communication with swim team members and park district personnel regarding changes in practices or meets, i.e., cancellations.
- Plan, schedule, and coordinate a swim team related fundraiser of your choosing.
- Assume other duties and responsibilities as assigned.
- Must comply and enforce all established safety standards.
- Swim coach will earn a seasonal salary of \$1,500 payable in two installments throughout the season. A 10% bonus will also be awarded per 10% increase in swim team participation/registration compared to the 2018 season.