

## Tigard Tualatin Swim Club Head Coach

The Tigard Tualatin Swim Club ([www.ttsc.org](http://www.ttsc.org)) located in Southwest Portland is seeking a dynamic, skilled, and motivated Head Coach for our year-round competitive swim program. We are seeking a level 4 or higher Head Coach for our competitive swim program, but may consider the right candidate with a lesser ranking. The Tigard Tualatin Swim Club has had a successful history for over 50 years. Our team averages 130 swimmers and has swimmers from the beginning level age groups all the way to national level qualifiers. Our club trains at two locations in Tigard and Tualatin in a 25-yard indoor pool. TTSC is a non-profit 503c organization that is run by a parent led volunteer board of directors.

TTSC currently has 7 swim groups encompassing our team with a successful district affiliated summer splash swim program for our most novice swimmers. We host three separate short course swim meets in the Fall and Winter. In addition to our Head Coach, we employ a head age group coach along with three additional assistant coaches.

### **Responsibilities:**

The individual selected for this full time (40 hours per week) position needs to be experienced in the day-to-day operations of a larger swim club, self-motivated, and organized. The head coach is responsible for the day-to-day operations, hands-on guidance, and involvement of all aspects of the swim program, including but not limited to, exceptional communication skills with parents, swimmers, and board members. The Head Coach must be in good standing with USA swimming. The Head Coach's primary training group will be at the Senior Level but will be responsible for the training and development of the other coaches and oversee and encouraged the development of all swimmers in the club.

The Head Coach will be involved in setting club policies, developing, and implementing an overall vision and progression of the club.

### **Qualifications (Preferred but not Required):**

- Exceptional organization and leadership skills
- Experience developing swimmers from the beginning level to national qualifiers
- Bachelor's Degree and/or ASCA Level 4 Certification
- Proficient Computer Skills
- Excellent Communication skills (verbal and written)

## **Duties to Include**

### **Swimmer and Team Development:**

- Commitment of 20 hours of on deck training with Senior Level swimmers (majority) and development and participation with all other level groups and their training.
- 20 hours per week of off deck administration duties.
- Design and oversee all training plans for all swim groups, age-appropriate training programs, including dry land.
- Assessment and assignment of swimmers to training groups and appropriate goal setting.
- Develop and foster a positive team spirit and comradery, emphasizing team building.
- Promoting and encouraging a positive, progression and inclusive culture and serving as a head coach for the entire team.

### **Meets:**

- Development of the meet schedule. Create and foster relationships with teams in our community. Creating the competition calendar for the short course, long course, and championship seasons.
- Ensure all swim meets have adequate coaching coverage for all participating swimmers.
- Prepare meet entries in accordance with the meet schedule and prepare meet entries for each meet.
- Travel with the Senior Level Groups for championships meets and coordinate with the club board for travel budgeting and itinerary.

### **Administration:**

- Attend all monthly Board of Directors meetings, parent, and coaches' meetings.
- Complete all required paperwork in a timely manner including all forms required by USA Swimming.
- Maintain current coaches' credentials as required by USA Swimming.
- Along with the Board of Directors, work alongside the aquatic district to maintain a consistent swim practice schedule and pool/facility use.
- Assist the Board of Directors with the development and implementation of the annual budget and conduct club activities within the parameters of the budget.
- Responsible for the coordinating and scheduling of the continuing education for the Head, Age Group, and Assistant Coaches.
- Developing and overseeing training plans of the head age group coach and assistant coaches.

### **Communication:**

- Communicate effectively to team members with weekly emails. Update our team website and social media regularly.

- Coordinate and schedule regular coaches' meetings to foster team and coach development.
- Maintain an overall positive, consistent, and effective motivation strategies when working with swimmers, parents, and coaching staff in relation to any aspect of our program.

**Compensation:**

- TTSC will be offering a competitive salary based on experience and qualifications. The anticipated salary range for the head coach will be starting at \$60,000. The final salary amount, bonus incentives, and employment benefits will be discussed based on experience and candidate discussion.

**To Apply:**

- Interested candidates should send a cover letter to include a brief explanation of their coaching philosophy and experience along with a resume to **melissa@ttsc.org or contact us by phone at 971-219-4436 (Melissa Hutton-Beadnell, TTSC President).**
- Candidates who meet our qualifications will be invited to a phone and in person interview.
- In addition, depending on the timing of hire, there is potential for one-on-one training for an effective transition with our current head coach.

We look forward to meeting you!