



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

AQUATICS PROGRAM MANAGER/COACH

A Classified Supervisory (Exempt) Position
Grade 175E – Salary Schedule 35

A. The Position

Supervises: College of San Mateo and Cañada College Aquatics.

Reporting to the Aquatics Operations Manager (AOM), the Aquatics Program Manager/Coach (APMC) provides overall leadership and coordination for the Masters or Youth Swim program, including assistant coaches, fitness instructors, and lifeguards at the College of San Mateo aquatic facility. This position will direct the Masters or Youth Swim program and assistant coaches at College of San Mateo's Community Fitness Center. The APMC directs programs and executes duties consistent with District and College mission statements and values. The APMC shall work with the AOM to schedule the use of the aquatic facility in such a way as to preserve the primacy of the academic program and other college users and faculty, while accommodating the needs of the community during the unassigned time periods. The APMC is responsible for implementing safety protocols as required by statute and District regulations and supervising, scheduling and daily service delivery of safety assurances, including review of lifeguard schedules during practices, competitions, special events and assurance of others' assigned safety functions in conjunction with coaching duties. The APMC practices cohesive team management strategies, with interdepartmental relationship development, daily focused coordinating and managing efforts and pool operations. Periodic operational goals are required and include participation summaries. Other duties include event planning, facility and equipment operation awareness and communication, maintenance and capital improvement awareness and communication. The APMC is responsible for implementing safety protocols during all sessions and events as required by statute and District regulations. The APMC supervises daily practice, including assurances of current applicable coaching and safety certifications. The APMC helps develop and implement operational procedures for staff. The APMC assists in the physical review of the facility and makes recommendations to ensure that the pool is compliant with state and county standards. The APMC shall be directly responsible for ensuring a culturally focused, student, faculty and community plan and staff/team cohesive managing strategy, with team development specific to assistant coaches and pre-team assistant coaches. The APMC will work in collaboration with the aquatics front desk team lead. The APMC fosters a cohesive team environment. Monthly & quarterly goals are required. The position goals will align with standards of excellence outlined by the AOM and consistent with campus and District standards.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Safety compliance
2. Hire, manage and support assistant coaches, pre-team assistant coaches, community fitness instructors, and lifeguards
3. Develop coaching & assistant coaching scheduling mindful of academic, faculty, and community need
4. Maintain safety and staff records, certification, and work-study hours
5. Implement scheduling recommendations, timesheet review, and on-time payroll
6. Assist the aquatics FD-lead with team registration and assurances to membership, and collaborative administrative & financial revenue receipts to align with swimmer usage
7. Assist in the supervision of pool maintenance under the direction of the aquatics operations manager. Observational and detailed communication to include team sport preparation prior to training and meets, maintenance, repairs and upgrades of facility or equipment recommendations and communications
8. Assist with training incoming staff on hourly reporting software, required procedures for pay, to include backup & substitute options, and review with current staff culture alignment
9. Assess assistant coach performance and support up-leveling with assistant coach in-service educational trainings and growth opportunities
10. Deliver frontline customer service excellence through assurances of assistant coaching team delivery of standards
11. Assist with customer communication, toward team policy, procedures, and protocol
12. Coordinate special events with normal uses
13. Work collaboratively with other users to include water polo practices and games, tournaments, events, rentals and summer programs
14. Schedule staff
15. Assure American Red Cross classes certifications/lifeguard certifications in coordination with aquatics operations manager
16. Guide through example and assist assistant coaches in professional service-oriented resolution of misaligned pool/deck behavior by swimmers, lesson participants, and attendees
17. Assist in training team on best practices in professional customer service standards
18. Assist the AOM in swim team best practices recommendations
19. Assist in equipment and supplies ordering
20. Implement and train staff to actively structure daily safety, security and risk management policies
21. Assist and support in opening and closing procedures to safety standards and support security and access related to the aquatic facility
22. Assist in scheduling and staffing pool rentals, special events and team sports
23. Collaborate in social media, pool website, and online marketing, with response and update recommendations and boiler-plate consistency in response
24. Create a pleasant and uplifting work environment in collaboration with the aquatics operations manager developing team relationships while assuring ease in an effective, efficient diverse and multicultural environment
25. Participate in student & faculty wellness improvement by personally instructing a minimum of 3 water classes weekly
26. Ensure the pool complies with all regulatory requirements
27. Assist in the wellness of the student, faculty, and community participants
28. Attend and actively participate in staff meetings and professional training
29. Additional duties may be assigned based on business operational needs

C. Minimum Qualifications

- Bachelor's degree OR an equivalent combination of education and experience
- Minimum of 2-3 years of related experience and/or training
- Current First Aid for Public Safety Personnel, AED-CPR

- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff
- Must be available for assistant coach support during “call-outs,” special events, and after-hours responses, which may include the following: evenings, weekends, and or holidays. Must be available for after-hour notifications

D. Preferred

- Certified Pool Operator/Aquatic Facility Operator
- Current Lifeguard Instructor certification
- Water Safety & Lifeguard, Red Cross Lifeguard Certification or Master Level Instructor (Title 22)
- Related Swim Coach Certification

E. Physical/Other Requirements

Exposure to indoor and outdoor environments, seasonal heat and cold or adverse weather conditions. Must be able to perform duties of a physical nature, including standing, lifting, sitting, walking and swimming

F. Knowledge, Skills & Abilities

1. Experience with program development
2. Knowledge of industry best practices
3. Demonstrated success as a swim coach at a highly competitive level, including all competitive swim strokes
4. Demonstrated success in establishing a fitness training program for aquatic athletic success
5. Demonstrated success in coaching athletes
6. Demonstrated proficiency in Microsoft Office and Excel
7. Understand SMCCCD culture, policies, and procedures
8. Knowledge of safety policies, practices, procedures, and requirements aligned with the Fitness & Wellness Department and SMCCCD
9. Ability to implement and communicate Illness and Injury Prevention Plan
10. Integrity-driven daily demonstration of efficient, ease of interpersonal skills towards team, inter-departmental stakeholders, students, faculty, and community
11. Experience with payroll software, budgeting outlines, reporting review
12. Excellence in demonstrated team sport programming
13. Excellent organizational skills, including scheduling with demonstrated written and oral follow-through and highly focused upon attention to detail
14. Critical thinking skills and flexible problem-solving resourcefulness
15. Experience working with adults and youth in all aquatic and related outdoor programs
16. Strong leadership, integrity-driven interpersonal skills
17. Demonstrated service orientation and program management
18. Sound judgment aimed toward employee sustainability and professional work environments
19. Ability to work independently under pressure and meet deadlines
20. Effectively establish and maintain productive working relationships within a diverse, collaborative, multicultural, interdepartmental environment
21. Provide clear communication to team members towards steps promoting safety and enforcing safe work practices