

Job Position Title: Assistant Coach

Club: Beaverton Area Aquatic Club -BAAC

Location: Beaverton, Oregon

The Beaverton Area Aquatic Club is a year-round USA Swimming competitive swim team located in Beaverton, Oregon, at the Oak Hills Community Center pool. BAAC offers high-quality professional coaching for athletes of all ages. We have approximately 110+ athletes who train in our outdoor pool. BAAC has been a non-profit, board-governed, coach-led team-building Champion in and out of the water since October 2020.

We are looking for a full-time coach who will support our team's culture and work as a partner with our coaching staff.

To apply:

Send the following information to board@baacswim.com

- Current resume
- An application letter detailing relevant experience and how the applicant is prepared to fulfill the position's responsibilities. Include a statement describing your coaching philosophy.
- List of at least three current references with contact information.

NOTE: references will be checked once final interviews are conducted and the applicant has been made aware that reference checks are being made.

Job Description

Job Description: Assistant Coach

Beaverton Area Aquatic Club

Reports To: Head Coaches and BAAC Board of Directors

General Summary:

The Beaverton Area Aquatic Club is a year-round USA competitive swim team offering high-quality coaching and technique instruction for all ages and abilities. We pride ourselves on offering a fun and positive learning environment where every swimmer can learn and grow to reach their highest swimming potential, no matter their skill level. We are dedicated to creating a safe, fun, and enjoyable experience for all swimmers.

The coaches play a central role in making this happen. The Assistant Coach's role is integral to executing that vision. The Assistant Coach reports directly to the Head

coaches. They will support the Head Coaches and coaching staff in achieving the Mission, Vision, and goals of the BAAC program.

Essential Duties and Responsibilities of the Assistant Coach:

1. Collaborate with the Head Coaches in all aspects of the aquatic operations outlined below in greater detail.
2. Direct the Age Group programs.
3. Collaborate with the coaching staff to plan the seasonal and yearly competition schedule, including writing workouts, parent communication, and meet entries.
4. Represent the team at swim meets and OSI meetings.
5. Promote and encourage a positive team culture while serving as a coach for the entire competitive team.
6. Promote and encourage a positive, progressive, inclusive, supportive, and competitive culture.
7. Encourage and develop self-motivation among swimmers of all abilities; challenge and support athletes to maximize their potential and contributions to the team.
8. Serve in a substitute role assigned to cover other practice groups when the Head Coaches are absent.
9. Collaborate with the Head Coaches to maintain routine and clear communication between coaches, parents, and swimmers. Work with the Head Coaches to address concerns, resolve conflicts, and maintain clear communication regarding team direction, plans, and vision.
10. Manage the day-to-day activities of the Age Group squad.
11. Collaborate with the coaching staff on the day-to-day activities of all squads and manage those activities as needed in support of the other coaches.
12. Maintain all CPR/First Aid certifications and USA/OSI certifications. All certifications must be current and in good standing.
13. Ensure the safety, physical, and social welfare of athletes.
14. Ensure athletes and parents adhere to our codes of conduct.

Swim Meet Responsibilities:

1. Review all meet entries with Head Coaches.
2. Email families the meet entries review before the entries are submitted to the host team.
3. Ensures all swim meet entries are turned in prior to entry deadlines.
4. Assist as needed in setting up for all home meets.
5. Arrive at least 30 minutes before the start of warm up to swim meets.
6. Observe the swimmers' races and give feedback to swimmers after their races.
7. Ensure the team areas are picked up after meets. Delegating as needed to ensure this is done.

8. Encourage swimmers to leave the meet area as we found it.

Facility Responsibilities:

1. Maintain the swimming pool quality standards that meet government and health requirements.
2. Open and close facility as scheduled.
3. Keep the pool area clean and free from hazards.

Swimmer and Pool Safety Responsibilities:

1. Always supervise swimmers while in and around the pool area.
2. Always treat the swimmer's safety as the first and foremost priority.
3. Adhere to and implement USA Swimming Safe Sport guidelines.
4. Ensure all coaches, guest coaches, and trainers have a complete background check and are cleared by USA Swimming as Safe Sport Certified.
5. Brief swimmers on specific safety rules before the start of any games, new drills, or the use of new equipment.
6. Ensure there is no running on the pool deck or improper use of equipment.

Other Knowledge Skills and Abilities:

1. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent knowledge, skill, and/or ability.
2. Experience with Team Unify & meet entries.
3. Physiology &/or exercise training experience.
4. Strong technical knowledge of swimming.
5. Skill in the use of personal computers and related software applications.
6. Strong interpersonal and communication skills and the ability to work effectively with diverse staff, athletes, and Board members.
7. Ability to develop and maintain record-keeping systems and procedures.

Education and or Experience:

Must have current USA Swimming Coaching Certification and three to four years related experience and/or training, or equivalent combination of education and experience. CPR, First Aid, and U.S. Coaching certification are required. Athletic experience in swimming and previous coaching experience are preferred.

Current Practice Schedule:

Please refer to the BAAC website for the current schedule at baacswim.com

NOTWITHSTANDING ANYTHING THAT MAY BE SET OUT ABOVE, THIS POSITION IS "AT WILL," AND YOUR EMPLOYMENT MAY BE TERMINATED AT ANY TIME AND FOR ANY LAWFUL REASON.