

Multnomah Athletic Club
Full Time Assistant Coach
Starting annual salary range: \$44-46,000

Multnomah Athletic Club is looking for a confident full-time coach with strong leadership skills to motivate and enhance our program, who is passionate about working with athletes in multiple age groups and skill levels. This coach needs to be able to have good decision making skills that are in the best interest of the athlete and the program and be able to create a safe and positive environment in order for our athletes to be able to reach their potential.

Job Summary:

The Full-Time Assistant Coach is on deck coaching for multiple squads ranging in age from 5-18 years 6 days per week. Average on deck time is 24 hours per week.

Additional meet and travel time both locally and nationally as needed and outlined by the head coach. Administrative duties will include consistent and timely communication with all swimmers and their families, squad management, new athlete registration, event planning and utilization of software systems (MS office, Team Unify/Sports Engine, HyTek), and helping to run Summer Swim Camps at the club. The Assistant Coach will plan their squad's seasonal practices, meets, travel, athlete education and their own professional development with the guidance of the Head Coach. Requires Current Coach Member in good standing with USA Swimming, SafeSport and Lifeguard Certification. Minimum 1 year swim coaching experience and a passion for the sport along with professional drive. Private lessons are available to be picked up at your discretion

Qualifications:

1. Experience coaching Novice through Championship Age Group Swimmers.
2. Bachelor's degree or 5 years related work experience.
3. Cooperative and respectful communication style.
4. Strong organizational, administrative skills and attention to detail.
5. Well-versed in Team Unify/Sports Engine along with a working knowledge of Microsoft office or Google equivalent..
6. Able to work seamlessly with all coaches to ensure that athletes are being prepared for long-term progression through the team.

Benefits:

- Full-time employees may choose from a comprehensive benefit & welfare package including medical, dental, and vision insurance.
- Facility use privileges including exercise room, climbing gym, swimming pools, and exercise classes
- Free parking
- Discounted public transportation passes
- 401(k) retirement program with employer match
- Employee Assistance Program (EAP)
- Access to Headspace wellness app
- Discounted club services and meals

RESPONSIBILITIES:

Coaching & Mentorship: Provide hands-on coaching for youth athletes across various squads, focusing on skill development and athletic progression.

Practice Planning: Design and implement effective practice sessions that align with seasonal objectives and individual athlete needs.

Communication: Manage communication with athletes and their families, including squad management and new athlete registration.

Event Coordination: Plan and execute events, including swim meets and summer swim camps, ensuring all logistical and administrative details are handled.

Administrative Duties: Utilize tools such as MS Office, TeamUnify/Sports Engine, and HyTek for scheduling, record-keeping, and other administrative tasks.

Collaboration: Work closely with the Head Coach and Assistant Coaches to support practice planning, athlete education, and travel arrangements.

Participation in Meets: Attend and support swim meets and local travel as required to ensure comprehensive team engagement.

Other duties as assigned.

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