



Monmouth

COLLEGE

DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	HEAD MEN'S and WOMEN'S SWIMMING & DIVING COACH/DIRECTOR OF AQUATICS
PERSONNEL CLASSIFICATION:	ADMINISTRATIVE STAFF, FULL-TIME-EXEMPT
DEPARTMENT:	ATHLETIC DEPARTMENT
IMMEDIATE SUPERVISOR:	DIRECTOR OF ATHLETICS
DEPARTMENT HEAD:	ASSOCIATE VICE PRESIDENT OF STUDENT LIFE

POSITION OVERVIEW: The Head Men's and Women's Swimming and Diving Coach is responsible for all aspects of the men's and women's swimming and diving program as well as being committed to the academic mission of the College. The Head Coach teaches the sport of swimming and diving to student athletes, and provides for the coaching, recruitment and retention of men's and women's swimmers.

PRIMARY DUTIES/ESSENTIAL RESPONSIBILITIES: Specific duties may include, but are not necessarily limited to the following:

1. Coach men's and women's swim team, coaching and teaching the sport of swimming and diving to student athletes;
2. Work with swimmers providing daily planning, organization and supervision of practices and competitions, and complete all associated logistics;
3. Oversees the day-to-day operation, maintenance, and administration of the College's aquatic facility, Pepper Natatorium.
4. Oversees the hiring, training, testing, and certification of staff and student employees of the facility.
5. Ensures that all appropriate water health and safety standards are maintained.
6. Supervise assistant coaching staff providing direction, oversight and evaluation;
7. Provide annual assistant coaching staff evaluation reports to the Director of Athletics;
8. Evaluate, recruit and retain men's and women's swimmers to Monmouth College;
9. Meet recruitment and retention goals set by the College;
10. Visit for recruitment purposes prospective students and their families following the guidelines of the Midwest Conference and NCAA DIII;
11. Provide recruitment and retention reports to the Director of Athletics; and,
12. Contribute to the overall program of a residential college.

SECONDARY RESPONSIBILITIES:

1. Depending on qualifications, event management and/or teaching duties as assigned; and,
2. Other duties as assigned.

WORK RELATIONSHIPS: Reports directly to the Director of Athletics (AD) and through the AD to the Associate Vice President for Student Life. The Coach also works directly with other members of the Athletic Department and Student Affairs Staff, and has daily contact with students, staff, faculty, and persons outside the campus community. Significant contact with prospective students and their parents as well as high school and community college coaches is expected.

EDUCATION, EXPERIENCE, AND CERTIFICATION: Bachelor's Degree required, Master's preferred. Effective experience as a college or university swim coach. Valid driver's license and satisfactory driving record required.

SKILLS, KNOWLEDGE, AND ABILITIES: Knowledge of principles, methods and techniques associated with swimming and diving. Demonstrated ability to plan, implement and evaluate complex tasks and procedures. Excellent organization and supervision skills. Excellent communication skills. Maintain valid driver's license and satisfactory driving record. Willingness and ability to work effectively with all campus and associated constituencies.

PHYSICAL REQUIREMENTS: Work is normally performed in a gymnasium or game field setting with some travel via automobile to/from away matches required:

- Reaching by extending hand(s) or arm(s) in any direction.
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard.
- Communication skills using the spoken word, discerning and conveying (exchanging) information.
- Vision sufficient to see within normal parameters.
- Hearing sufficient to hear within normal range.
- Mobility sufficient to complete responsibilities.
- Occasionally required to move or transport (lift) items weighing up to 25 pounds.

All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

GENERAL EXPECTATIONS OF POSITION: Conduct is expected to be professional and courteous. Duties and responsibilities are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College.

ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, department head, vice president or the President.

This is a full time, twelve-month position annually.

Updated: January 13, 2021