

Head Swim Coach Job Description

About Providence Academy:

Providence Academy is a private Christian school committed to providing a Christ-centered education that develops and cultivates young leaders with integrity, discipline, and a love for learning while equipping them to make a positive impact on their communities, nation, and the world for Jesus Christ and His Glory. (*Acts 1:8*)

Job Summary:

The Head Swim Coach is responsible for overseeing all aspects of the Swim Program, including recruiting within the school, scheduling meets (in coordination with the Athletic Director), training, and coaching team members. The coach must abide by AAA rules and regulations, as well as the policies set forth by Providence Academy and the Athletic Department.

Minimum Qualifications:

- Licensed Teacher-Coach with current Teaching Certification.
- 2–4 years of coaching swimming at the high school level (head coaching experience preferred).
- Strong understanding of coaching techniques, training methodologies, and race strategies.
- Knowledge of AAA and NFHS rules for competitive swimming.
- Ability to establish and maintain effective relationships with school administrators, students, parents, and staff.
- Demonstrated leadership in character-building and mentorship consistent with Providence Academy's Christian mission.

Essential Responsibilities:

- Manage and supervise practices, meets, and team activities to foster growth in athletic skills, teamwork, discipline, respect, and sportsmanship.
- Utilize diverse training techniques to enhance swimmers' abilities in strokes, starts, turns, endurance, and race strategy.
- Develop, promote, and recruit for the Swim Program within the school.
- Organize team meetings and encourage participation in the program.
- Establish and evaluate performance criteria for competition, assessing athletic abilities regularly.
- Develop and maintain a practice schedule that includes both individual skill development and team training.
- Hold preseason meetings with student-athletes and parents.

- Strategize meet lineups and assign events based on swimmers' skills and team needs.
- Promote sportsmanship and address student discipline during meets, practices, and travel.
- Protect student-athletes, equipment, and facilities from hazing, bullying, and other risks.
- Maintain and manage swim equipment, team gear, and uniforms, including storage and inventory.
- Ensure compliance with AAA eligibility regulations, maintaining accurate records for eligibility, transfers, and grades.
- Coordinate meet schedules and logistics in partnership with the Athletic Director.
- Represent Providence Academy professionally and foster positive relationships with media, the Patriot Athletic Foundation, and community organizations.
- Participate in special events such as senior night, awards banquets, and assemblies.
- Communicate with parents/guardians as needed about student-athlete performance and development.
- Follow protocols for athlete injuries, water safety, and emergency action plans.
- Attend professional development activities, clinics, and meetings to enhance coaching performance.
- Perform other duties as assigned by the Athletic Director.

Additional Knowledge, Skills, and Attributes:

Knowledge:

- Extensive knowledge of swim coaching techniques, team management, and program development.
- Familiarity with AAA and NFHS rules and regulations for swimming.
- Understanding of effective student-athlete mentorship and character-building strategies.

Skills:

- Excellent organizational, communication, and interpersonal skills.
- Ability to effectively assess and develop the skills of swimmers and coaching staff.
- Strong leadership capabilities with the ability to inspire trust and respect.

Attributes:

- Professionally calm under pressure with the ability to motivate and inspire student-athletes.
- A progressive thinker who values preparation, planning, and training excellence.
- Deep alignment with Providence Academy's mission and values, demonstrating a commitment to integrating faith into the coaching process.