



## **FULL TIME HEAD COACH/DIRECTOR OF SWIMMING POSITION**

The Manitoba Marlin Swim Club is seeking qualified applicants for a full-time salaried Head Coach / Director of Swimming position.

**Location:** Winnipeg, Manitoba, Canada

**Hours:** Hours vary based on practice and meet times

**Position start date:** December 4, 2023

The Manitoba Marlin Swim Club was founded in 1969, and is a non-profit organization, overseen by a Board of Directors. With more than 200 swimmers, the Marlins are the second largest swim club in Manitoba and operate out of the Pan Am Pool in Winnipeg, a facility built for the 1967 Pan American Games, and one of the premier aquatic facilities in Canada. With two 50 metre pools (main tank & training tank with motorized bulkheads to adjust to 25m), a springboard and platform diving area, two weight rooms, and a track, the facility meets international standards to host worldclass aquatic events.

The Manitoba Marlins offers a wide range of programming, from pre-competitive novice to age group and elite competitive, multi-sport, and Masters options. Swimmers from the Marlins have achieved senior national, age group national and Western Canadian championship qualifying times, Canada Games and Western Canada Games team selection, Masters records, and numerous Man/Sask qualifying times. Many swimmers have also gone on to swim for university teams in Canada and the United States, and the team also boasts two past Olympians. Our mission is to empower young people to be champions in life through excellence in swimming, and we look forward to finding a leader who shares our vision.

### **ABOUT THE POSITION:**

The Full-time Head Coach/Swimming Director position is responsible for leading the Manitoba Marlins Swim Club as a nationally respected swim program that provides athletes of all levels the opportunity to systematically progress in competitive swimming. Through a commitment to coaching innovation, the head coach will foster an environment of inclusivity, integrity and team building among swimmers, coaches, parents, and volunteers.

### **REQUIRED QUALIFICATIONS:**

- 5+ years of competitive coaching experience.
- 3+ years experience as a Head Coach preferred.
- Member in good standing with Swimming Canada and holds a minimum NCCP Age Group Coach (Level 2) qualification.
- Currently or previously registered and screened with the Canadian Swimming Coaches Association (CSCA).
- Have completed Safe Sport Training over the past five years.

### **DESIRED SKILLS:**

- Extensive background in competitive swimming, stroke technique, and knowledge of Swimming Canada rules and regulations.
- Knowledge, experience & understanding of swimmer development transition from youth to senior levels.
- Experience using TeamUnify, Hy-TEK, Team Manager and Meet Manager.
- Experience in dryland strength and conditioning training.
- Demonstrated leadership, mentoring skills, and the ability to work as part of a team.
- Excellent management, organizational, leadership and communication skills.
- Demonstrated professionalism and positivity in an athletic competition setting.

#### **OTHER REQUIREMENTS:**

- Driver's license (preferred).
- Produce a satisfactory Criminal Record Check with Vulnerable Sector Screening in Manitoba as a condition of employment.
- Proficiency in Microsoft Office software (preferred).
- Must be able to travel out of province/country for meets or training as required/assigned.

#### **POSITION RESPONSIBILITIES:**

##### **1) Swim Program Leadership, Development & Implementation**

- Deliver a program that emphasizes the Manitoba Marlin's mission, vision, and values.
- Establish objectives, priorities, learning curriculum and performances standards for all groups.
- Create a full season training plans for stroke technique progression, dryland progression, and training progression for all levels and effectively communicate to swimmers and coaches.
- Serve as primary on-deck coach for senior level training groups from Monday to Friday, plus Saturday mornings, and other groups as needed.
- Work closely with the Assistant Head Coach on day-to-day matters and club management.
- Determine practice dates, routines, schedules, and groups.
- Establish macro-cycles of seasonal dry-land and water training.
- Determine group placement and advancement of swimmers.
- Establish and implement the competition calendar/plan for the Club.
- Determine appropriate meets and events for individual swimmers of the Club.
- Responsible for submitting team entries to competitions.
- Represent Club at provincial and national organizations/meets as deemed appropriate.
- Determine coach attendance for each competition.
- Recruitment and retention of athletes at all age and competition levels.
- Establish and evaluate the Club's goals related to competition performances and training program.
- Develop and implement dryland programs for the National (NAT) group with oversight of the other groups.
- Effective and regular communication with parents and swimmers on objectives, goals, and progress for athletes.

##### **2) Human Resource Management**

- Hire assistant coaches as needed and negotiate contracts within the guidelines and approved budget established in conjunction with the Board of Directors.
- Determine duties of assistant coaches.
- Train, supervise and mentor assistant coaches and oversee all training programs.
- Performance management of assistant coaches. Determine and conduct annual job appraisals.
- Determine frequency, and schedule and chair coach/staff meetings.
- Establish learning curriculum for coaches.
- Determine appropriate professional development opportunities for assistant coaches.
- Determine appropriate level of coaching certification requirements for all assistant coaches.

##### **3) Financial Management**

- Develop a yearly proposed budget to present to the Board of Directors for approval, with ongoing updates as needed.
- Monitor and enter staff hours for payroll.
- Review invoices and make payment to key stakeholders for necessary pool space for training program/swim meets.



#### 4) Administration

- Manage and oversee Club communication through email, in-person meetings (as requested) and on the website.
- Negotiate and schedule with key stakeholders for necessary pool space for training program and Club-hosted swim meets.
- In coordination with the Board of Directors and Volunteer sub-committees, assist as needed to organize travel trips, team spirit parties, team dinners and social functions.
- Develop and determine recipients for yearly awards and recognitions for the Club's swimmers (e.g., Awards Banquet).
- Update website information with practice schedules, meet packages/entries/updates, news, etc.
- Plan, schedule and assist the planning of hosted meets, coordinate with Meet Manager/sub-committee(s).
- Schedule in-office hours for drop-ins or meetings as required.
- Regular updates and collaboration with the Board of Directors.
- Conduct meetings with the general membership of the Club for the purpose of bringing them up to date on the status of the program and the performance of the swimmers in the program.
- Drive policy development as it relates to the swim program (e.g., travel, discipline, SafeSport).
- Attend and participate in all board and strategic planning meetings, mid-year and annual general meetings.
- Other duties as assigned by the Board of Directors.

#### COMPENSATION & BENEFITS:

- Competitive salary commensurate with coaching experience.
- Laptop provided; Monthly stipend for cell phone and internet.

#### HOW TO APPLY:

To express your interest, please submit your resume and cover letter to Sue Nash, Board Chair, at [suenash001@gmail.com](mailto:suenash001@gmail.com).

A minimum of three references will be required upon request.

#### TIMELINES:

We thank all candidates for their interest. However, only qualified candidates will be contacted and invited to an interview.

**Position start date:** December 4, 2023, or as discussed with the successful candidate.