

Burlingame Aquatic Club – Lead Age Group Swimming Coach

About BAC:

The Burlingame Aquatic Club (<http://www.burlingameaquatics.com>), located in Burlingame, is a non-profit, public benefit organization that provides high quality aquatic programs for people of all ages. We operate out of the Burlingame Aquatic Center on the campus of Burlingame HS, and we work in conjunction with the City of Burlingame and its Parks & Recreation Department. Our mission is: “To serve our community by providing excellent aquatic opportunities.”

Job Overview:

Burlingame Aquatic Club is seeking a Lead Age Group Coach (LAGC) for swimmers ages 12 and Under at the C/B/A + level. The coach’s primary duties are to lead successful, focused workouts 5 days a week, assist swimmers in setting and achieving goals throughout the season, and regularly attend swim meets. Practices are offered for this age group 5 days a week; meet commitments average 1-2 weekends per month. The coach’s administrative duties include leading weekly communications to all of the coach’s groups, maintaining regular dialogues with families and swimmers about the program and group expectations, tracking daily attendance, and working with the Head Swim Coach to help with the planning of social events and fundraising. The LAGC will work under the guidance and supervision of the Head Swim Coach (HC) and Head Age Group Coach (HAGC).

Duties Include:

- Lead, create, and implement a training program for all group(s) under the LAGC’s direct supervision
- Coach training groups as designated by the HC
- Assist and advise HC and HAGC in developing and implementing education programs for both swimmers and parents in the AGS program
- Work an average of two (2) hours per week managing administrative duties, including but not limited to weekly email communications to families and meet entries
- Attend all required staff meetings and trainings
- Respond to all BAC related emails within 48 hours of receipt
- Participate in supporting BAC’s family service hour requirement
- Assist in chairing/leading social events for the team with assistance from team parent volunteers, and assist in promoting social events to all team members and families
- Assist in all AGS fundraising campaigns, helping to incorporate all athletes/families; assist in developing fundraising ideas that will be most effective for each age group
- Maintain current certifications as required for the position
- Be prepared to recognize and respond effectively to emergency situations, including emergencies that may happen in non-AGS programs
- Additional duties as assigned

Hours and Location:

This is a part-time position that includes both on-deck hours as well as office hours for program administration and development. Consistent on-site office hours will be established with the HC to ensure regular contact with other staff members and sufficient time for collaboration. All practices are held at the Burlingame Aquatic Center; meet locations will vary.

Qualifications:

The successful candidate will be a career-minded coach who is organized, personable, and able to communicate effectively with parents, young athletes, and co-workers alike. This person must have a strong background in competitive swimming with at least 2 years of coaching experience, and be able to effectively evaluate and implement training philosophies. ASCA Level 1 certification or higher is strongly desired. The ability to set both individual and program goals and to then develop a path to achieve those goals is crucial to success in this role. A successful coach will also possess excellent reading and writing skills. Regular email, phone, and in-person communication is required, and professional and friendly communication skills are important. Attention to safety and professional behavior must be present at all times.

Salary & Benefits:

Salary is commensurate with experience. Employees receive free and/or discounted access to select BAC programs for employees and family members. Medical benefits are not included.

Interested applicants should submit a resume and letter of interest to Head Coach Ben Chung at ben@burlingameaquatics.com.