

PEAK

Competitive Team

SWIMMING

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Open Positions

Peak Swimming seeks to fill open positions for the 2016-2017 season (starting September 2016):

Age Group Coach

Job description

Coaching duties The coach will coach two groups (ages 6-11) with mainly C/B/A level swimmers. The coach will conduct effective workouts daily, 5 days a week; Monitoring swimmers' progress throughout the season; attending swimming meets. Approximately 10 hours/week (not including meets approximately twice/month). Minimum commitment 1 season.

Administrative duties include being responsible for communications (via letters, emails and website) with the team including publishing: practice/meet schedules, coordinating with parents/swimmers and addressing questions/ concerns from parents/swimmers. You will also be responsible for maintaining application/registration forms and team roster. You will work closely with the head coach on both logistical (practices, meets and social activities) and creative (publicity and donations) matters. Excellent reading and writing skills, Microsoft Office Suite (Word, Excel and PowerPoint) functionalities and typing proficiency (around 70 words per minute) are a must. Approximately 7 hours/week (approximately 1 hour/day). Minimum commitment 1 season.

Please send a cover letter and resume to PEAKSwimming@gmail.com with the subject line: Open Position Inquiry. The resume should include relevant experience and 2 professional references. The Head Coach will contact qualified candidates to discuss full position descriptions and compensation/benefits.