



# Head Coach Job Description

The Wolfville Tritons Swim Club is a community swim club with programming at King's-Edgehill School and Waterville. The club supports developing, fitness, and competitive swimmers through regular training, swim meet opportunities, and a positive team environment focused on skill development, confidence, participation, and swimmer growth.

## Position Summary

The Head Coach leads the coaching team and guides the technical, instructional, and developmental aspects of the swim program. This includes swimmer development, practice planning, training design, meet preparation, coaching team support, swimmer-specific communication with families, and support for swimmer recruitment, retention and a positive team culture.

The Head Coach reports to the Board of Directors, typically through the President or another designated Board contact, and serves as the Board's primary advisor on swim-related matters. The Board leads club operations, while the Head Coach supports Board-led planning by providing swim-related advice and recommendations when requested and as time allows.

## Key Responsibilities

### 1. Swimmer Development and Training

The Head Coach leads the technical direction of the swim program for developing, fitness, and competitive swimmers. This includes training plans, practice content, technical instruction, meet preparation, swimmer progress, and decisions about swimmer movement between groups. The Head Coach ensures practices are conducted safely and in accordance with facility rules and club expectations. The Head Coach leads coaching-related decisions while working within the Board approved program structure, pool space, staffing, registration numbers, and budget.

### 2. Coaching Team Leadership

The Head Coach provides day-to-day leadership to assistant coaches in relation to swim instruction and swimmer development. This includes supporting practice planning, technical instruction, swimmer support, pool-deck conduct, consistency across groups, and family communication related to swimmer development. The Head Coach also supports the Board with hiring, onboarding, scheduling, and managing the assistant coaching team by identifying coaching needs, providing feedback, and raising performance or support concerns when appropriate.

### 3. Meets

The Head Coach leads the coaching side of meet preparation and swimmer support at swim meets. This includes recommending an annual meet schedule to the Board, leading swimmer event entries, coordinating coaching coverage, and coaching, motivating, and supporting swimmers at meets. The regular role includes attendance at up to 8 swim meets per season.

### 4. Communication

The Head Coach leads swimmer-specific communication and supports the coaching team in communicating clearly and appropriately with families. This includes communication about swimmer progress, training

expectations, group placement, meet readiness, and coaching decisions. The Head Coach also supports clear communication between the coaching team and the Board.

## **5. Board Collaboration and Program Planning**

The Head Coach advises the Board on swim-related matters and supports Board-led planning where coaching expertise is needed. This may include advice on program structure, recruitment and retention, new program ideas, and changes to the swim program. Individual swimmer progression, group placement, and swimmer-specific meet participation, however, are coaching decisions led by the Head Coach. The Head Coach attends Board meetings and provides coaching updates when requested.

## **Qualifications and Requirements**

The Head Coach must have, or be willing to obtain, the qualifications, registrations, training, and screening required to coach with WTSC, Swim Nova Scotia, Swimming Canada, and the Canadian Swim Coaches Association.

Qualifications include:

- NCCP Swimming Level 2 trained, certified, equivalent, or working toward this certification.
- NCCP Fundamentals Coach / Level 1 or equivalent as a minimum requirement.
- Safe Sport Training through the Coaching Association of Canada or Respect in Sport Activity Leader Training.
- Ability to register with Swim Nova Scotia, Swimming Canada, and the Canadian Swim Coaches Association.
- Valid and clear Criminal Record Check including Vulnerable Sector Search.
- Previous competitive swimming and/or swim coaching experience.
- Strong communication skills with swimmers, families, coaches, and volunteers.
- Ability to lead and support assistant coaches.
- Commitment to building a positive, inclusive team culture for developing, fitness, and competitive swimmers.

Additional preferred qualifications include:

- Current First Aid/CPR certification.
- National Lifeguard certification.
- Knowledge of Hy-Tek or similar swim meet/team management systems.

## **Hours and Compensation**

This is a part-time seasonal position with an anticipated start date as soon as possible following hiring. The initial contract term will run until July 31, 2027.

The regular swim season is expected to run for 40 weeks from September to June. The position is based on approximately 15 hours per week during the regular swim season, including coaching, planning, communication, coaching leadership, and Board consultation.

In addition to the regular weekly duties, the Head Coach is expected to attend up to 8 swim meets over the season. Regular weekly duties and expected swim meet attendance together are anticipated to result in total compensation of approximately \$20,000 plus vacation pay for the 2026–2027 season, based on a rate of \$25 per hour.