



**MONTAGUE PARKS & RECREATION DEPARTMENT**  
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**JOB TITLE: Head Coach, Bluefish Swim Team (PT/Seasonal)**

**JOB DESCRIPTION:** The Bluefish Swim Team has been in existence since 1976 and is one of very few competitive/recreational swim teams in Franklin County, MA. Our vision is to provide a safe and supportive community where swimmers of all abilities can achieve their highest physical, emotional, and social potential. Our swimmers, ages 5 – 18, cover a wide spectrum of skills and abilities, and the ideal candidate is an experienced swim coach who can provide consistency, leadership, patience, empathy and positivity to enable each swimmer to meet their highest potential. The ideal candidate is someone who has a growth mindset and is continuously looking for new ways to improve and expand each swimmer’s capacity, the Bluefish Program, coaches, volunteers and themselves. This individual reports directly to the Director of Parks & Recreation.

**I. Primary Duties:**

- a. Analyzes individual swimming skills and clearly communicates where corrections are needed for each swimmer
- b. Proficient in stroke technique and USA swimming rules (The Bluefish is not a sanctioned USA Swim Team)
- c. Efficiently coordinates and plans meets, workouts for each practice, special events and assign duties to support staff members and parent volunteers in relation thereto
- d. Sets goals for the team, and individual swimmers
- e. Learns and becomes proficient in Hy-Tech Meet Manager and Team Manager computer software programs

**II. General Responsibilities:**

- a. Able to work nights and most Saturdays from mid-October through early March, including at least one full weekend for the Pioneer Valley Swim League Championship
- b. Provides a safe Bluefish Swim Team Program for swimmers, coaches and volunteers
- c. Collaborates with other coaches to place swimmers in appropriate training groups
- d. Utilizes a range of activities to improve water and skill confidence
- e. Ensure that each child is always dealt with in a respectful and sensitive manner
- f. Enforces departmental and program policies, and to address related issues on a timely basis
- g. Assists the Director of Parks & Recreation in maintaining and updating information on the team’s website ([www.montaguebluefish.com](http://www.montaguebluefish.com)), when needed
- h. Able to communicate effectively in a large group atmosphere, face-to-face, and via written form including reports, e-mail, social media (Bluefish Facebook Page), and *Remind* App (or equivalent text communication system)
- i. Assists the Director of Parks & Recreation in coordinating swim meets and events, including the training of parent volunteers for various swim meet duties

- j. Attends all Pioneer Valley Swim League meetings and sponsored events
- k. Works, on occasion, as a liaison between the staff, parents, and Director
- l. Completes all pertinent documentation related to the Bluefish Program
- m. Reports major injuries, accidents, illness or incidents IMMEDIATELY to the Director of Parks and Recreation
- n. Maintains a high level of customer service when communicating with parents, children and other members of the community
- o. Oversees safety, cleanliness and general care of supplies and equipment used in the program, and makes recommendations for new items when needed, in addition to reporting damaged and loss of supplies and equipment.
- p. Meets with the Director and other staff throughout the season and provide updates and recommendations concerning program planning and general function of the program
- q. Performs other duties as deemed necessary by the Director

**III. Skills:**

- a. Must possess a strong overall knowledge and understanding of all types of swimming strokes and techniques.
- b. Outstanding leadership and motivational skills
- c. Excellent communication and organizational skills
- d. Responsible, reliable, respectful and works as a positive role model
- e. The ability to use common sense and good judgment in all matters, including high stress situations
- f. The ability to change duties at a moment's notice
- g. General literacy in computer-related programs

**IV. Qualifications:**

- a. Previous youth swim coach experience preferred
- b. Certified in Basic Lifeguarding and First Aid and CPR preferred
- c. High school graduate or GED equivalent
- d. Associate's degree or equivalent in Early Childhood Education, Special Education, Physical Education, Recreation/Sports Management or related field preferred; Bachelor's degree a plus