GORDON COLLEGE
Position Description

Title: Head Men’s and Women’s Swimming Coach/Aquatics Director

Function: Under the direction of the Director of Athletics this coach develops and implements all facets of the men’s and women’s swimming program at Gordon College. The level of responsibility includes not only areas specific to the sport, but also a responsibility to the holistic well being of the participants. The outcomes of the program will be measured not only by the conventional means of measuring athletic success, but also by the ability of the coach to fulfill the mission of the college. This will be demonstrated by the mentoring of student-athletes to develop the wisdom and maturity necessary for positive citizenship and Christian leadership.

Description of Duties and Tasks:

Essential Responsibilities:

Coaching Duties

1. Develops a successful program, including a highly competitive, championship-driven team, a well-developed academic support structure, as well as significant spiritual mentoring of the young men and women who participate.

2. Recruits athletes who fit, and contribute to the mission of Gordon College and of the department. This requires attending Admissions-related functions, significant correspondence to inquiries and frequent national travel to watch prospective applicants.

3. Directs and supervises all aspects of the men’s and women’s swimming program, including organization and direction of team practices, event coaching, and other duties appropriate to the program.

4. Develops, in conjunction with the facilities coordinator, a practice schedule and facilities use calendar.

5. Participates in professional activities and associations of college swimming coaches.

6. Develops and maintains discipline within the men’s and women’s swimming program.

7. Manages the men’s and women’s swimming budget with integrity.

8. Schedules races for the men’s and women’s swimming program in conjunction with the scheduling coordinator within the guidelines of the NCAA, the TCCC, and the institution.
**Departmental and Community Duties**

1. Develops and maintains a professional and active relationship with co-workers, faculty and staff, administration, alumni, friends of the college, and trustees.


3. Communicates with the Director of Athletic Communication and the Sports Information Director to make sure that all public relations responsibilities are covered, including statistical reporting.

4. Attends department meetings and functions.

5. Meets monthly with the Athletic Director for long-term planning purposes.

6. Monitors the academic progress of the men’s and women’s swimming athletes.

7. Adheres to and is knowledgeable of the rules and regulations of the NCAA Division III, the Commonwealth Coast Conference, and the ECAC.

8. Works within the framework of the rules and regulations of Gordon College.

**Supervisory Responsibilities**

1. Recruits and supervises strong assistant coaches and volunteers to run a multi-faceted men’s and women’s swimming program. The overall competitive success of our program will be driven in part by the quality and diversity of our assistant coaches within each specialized area. All assistant coaches must be approved by the Athletic Director.

**Budgetary Authority and Responsibility**

1. Has authority and responsibility in regard to the men’s and women’s swimming program, as well as any associated camps, clinics or meets in that sport, if any.

**Additional Responsibilities:**

1. Performs other ad hoc duties as assigned by the Athletic Director.

**Required Knowledge, Skills and Abilities**

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.
1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. A bachelor's degree is required, and a master's degree is preferred. Experience in coaching at the NCAA Division III level is preferred but not required.

3. Effective leadership skills and motivational abilities with highly successful mentoring experiences.

4. Understanding and appreciation of Christian liberal arts higher education.

5. Ability to be a team player with the athletic department and the institution.

6. Strong desire to work with and relate to student-athletes.

7. Sound administrative ability with emphasis on organization.

8. Effective communication skills, both written and verbal.


10. Since coaching involves highly irregular hours, the coaches will have flexibility in determining normal and consistent work hours. A weekly schedule of office hours, practices, games, and other activities should be available to the Athletic Director. Coaching often requires taxing physical activity, so maintenance of appropriate fitness levels should be achieved.

11. Familiar with basic computer operations, and able to use common office equipment.

12. Ability to operate specialized software for sports administration is desirable.

13. Will participate in goal-setting exercises with the Athletic Director at the beginning of each academic year, with an evaluation of the achievement of those goals each spring. The evaluations may be reviewed by the Provost.

Position: ATH-HCOACH-13
Grade: 5
FLSA Status: Exempt

Title: Aquatics Director

Function: Under the supervision of the Director of Campus Recreation; is responsible for overall supervision of natatorium operations and aquatics programs and daily operations of
related facilities consistent with the goals of the College and the Center for Student Development.

**Description of Duties and Tasks:**

**Supervises:** Student Head Lifeguard, Student Aquatics Instruction Coordinator, student staff

**Essential Responsibilities:**

1. Directs aquatics operations including maintaining water quality standards and facility operational standards, scheduling lifeguard staff, and coordinating operational schedules for the natatorium for campus and contract use.

2. Develops and implements creative programs promoting fitness, wellness, and leisure in the natatorium which meet the developmental and recreational needs of students and other campus or contract users; specifically responsible for adult and youth learn-to-swim programs, lifeguarding and aquatics instruction programs, water exercise, and group aquatic program activities and for meeting appropriate revenue goals designated in those areas with responsible stewardship of the aquatics budget.

3. Recruits, hires, trains, evaluates and supervises lifeguard and aquatics instruction staff, and schedules staff coverage in those areas based on standards or program expectations.

4. Maintains and updates the Aquatics Handbook, training materials, promotional materials, and maintains and develops aquatics program web-site content. Documents program history and maintains active records for all related activities and programs, providing regular reports and highlights for promotion. Maintains registration, class rosters, and information for aquatics programs and the natatorium.

5. Plans, executes, or arranges for regular preventive maintenance and repair of aquatics-related equipment including documenting histories and developing usage manuals. Recommends/purchases replacement/new equipment for designated areas to maintain high standards of program operation and its image.

6. Supervises facility, facility staff, and recreation programs during scheduled hours or special events to insure safe and effective operations of the facilities.

7. Maintains a professional image and manner consistent with the College’s mission and goals, and those of the Center for Student Development, and seeks regular professional development of his/her own to maintain effectiveness in the field.

8. Participates in Center for Student Development activities as a member of that staff, and serves as appointed or recommended on campus committees and other assignments.

**Additional Responsibilities:**

1. Assumes other duties deemed necessary by the position or by supervisor.

**Required Knowledge, Skills and Abilities:**
In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. **Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.**

2. **Bachelor’s degree required; degree in exercise science, physical education, recreation or a closely related field, or an equivalent of education and experience from which comparable knowledge and abilities can be acquired; experience in aquatics programs, especially with college campus populations is preferred.**

3. **Certification or advanced training qualifying for certification in the following will be required: First Aid, CPR, Lifeguard, Aquatics Instructor. These certifications will be required, but can be acquired within 90 days: Lifeguard Instructor, Aquatics Instruction Instructor, Certified Pool Operator. Other related certifications which will be beneficial to the individual and the programs supervised, but not required for hire: C.R.S.S., and certification or ability to qualify for certification, as an instructor in any certificate of expertise related to the accomplishment of department goals.**

4. **Supervisory experience preferred, ideally in an academic or recreation/fitness/wellness environment.**

5. **Proven ability to develop and produce creative/innovative recreational aquatics programs.**

6. **Ability to utilize computer hardware and software for word processing, scheduling, database management, marketing/promotions and an eagerness to advance competencies in these areas.**

7. **Ability to relate effectively and with energy and enthusiasm to students, faculty, staff, alumni, and the general public in a highly visible role.**

8. **Understanding of the philosophies and objectives of the College.**

Position Code: STL-DRAQU-1

Grade: 5

FLSA Status: Exempt