



**City of Rifle, Colorado**  
**JOB DESCRIPTION**

**JOB TITLE:** Swim Coach – Seasonal    **FLSA Status:** Non-Exempt  
**DEPARTMENT:** Parks & Recreation  
**DIVISION:** Pool

**Job Summary:**

Under the direction and supervision of the Aquatic Manager, responsible for the operation of the swim team including organizing, completing assigned task, communicating with parents, and working with swimmers.

**Essential Duties and Responsibilities:**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential functions of the job at any time.*

- Build meaningful relationships with participants; help participants connect with one another and Rifle Metro pool staff.
- Work daily to nurture the potential of youth and teens; help people improve their well-being; and provide opportunities for individuals to learn proper stroke techniques.
- Be on deck before swimmers begin practice, to greet swimmers and parents.
- Handles all swim meet preparation, including equipment and set-up.
- Serves as the primary communicator to the Aquatic Manager, parents, and swimmers.
- Attends and participates in coaches' meetings

**Other Duties and Responsibilities:**

- Performs other related duties and special projects as assigned.
- May travel to various City offices and sites to perform work.

**Experience and Training:**

**Minimum Education:** High School Diploma or equivalent.

**Job Requirements:** Must be at least 18 years old. Must pass a background check with results that are acceptable to the City of Rifle.

**Work Experience in Positions Similar or Related to This Job:** A certification for American Red Cross safety training for coaches or greater is preferred.

**Knowledge, Skills, and Abilities:**

- Ability to take the initiative to do the work that needs to be done.
- Ability to appropriately use personal protective equipment.
- Ability to comprehend and effectively communicate in the English language by means of reading, writing, and speaking.
- Appropriate decision making skills and the ability to work independently.
- Solid interpersonal and organizational skills, tact, and ability to resolve problems and manage conflict.
- Ability to establish and maintain effective working relations with employees, supervisors and the general public.

**Reporting Relationships:**

**This Position Reports to:** Reports Directly to the Pool Manager

**This Position has Supervisory Responsibility for:** None

**Equipment Used:**

Standard equipment such as kickboards, fins, hand paddles and other various instruments and tools associated with this particular job discipline

**Physical Requirements:**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.*

- Requires dexterity, grasping, talking, hearing, seeing and repetitive motions.
- Ability to lift, carry, push or pull up to 40 pounds.
- Ability to conduct activities involving reaching with hands and arms, walking, standing, stooping, and kneeling/bending on an occasional basis.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity in order to observe all elements of an operational zone and document information/results.
- Hand-eye coordination is necessary for various pieces of equipment used to train swimmers.

**Environmental Requirements:**

- Work is typically performed outside with in all types of weather. The noise level in the work environment is occasionally moderate.

**COMMENTS:**

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Employee's Signature

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Date

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Supervisor's Signature

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Date