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## EMPLOYMENT OPPORTUNITY

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# HEAD SYNCHRONIZED SWIMMING COACH

*Full Time*

### POSITION SUMMARY

Working within the Aquatics Department mission of providing balance between the various groups and activities in the pool complex, the synchronized swimming coach's main responsibility is the instructing, coaching and administrating of the Club's synchronized swimming program including attendance and on deck coaching at competitions.

### DUTIES AND RESPONSIBILITIES

- Development and evaluation of competitive synchronized swimming programs with the development of Granite Club members as the priority.
- Responsible for on the deck coaching of the age group competitive synchronized swimming.
- Attend all competitions to provide supervision and motivation of athletes.
- Develop and facilitate supplementary training, dry-land in conjunction with the Fitness Professional staff.
- Develop a succession plan to identify, develop and retain talent for key Synchronized Swimming positions including that of Development Coach and Head Synchro Coach.
- Responsible for hiring, supervision and guidance of assistant coaches.
- Preparation of meet information for swimmers and submit meet entries for appropriate competitions.
- In conjunction with Aquatics Manager, set fees for programs, camps and lessons.
- Provide private instruction as requested during low-demand periods.
- Choose and order team uniforms; warm-up suit, team swimsuits, t-shirts and sport bags as well as routine outfits and headpieces.
- Maintain accurate records on participants. i.e. attendance, figure scores, competition results.
- Develop annual competition schedule and ensure coaching supervision at all meets.
- Registration of swimmers with Sports Governing body.
- Provide regular communication to swimmers and parents re: upcoming events etc. via. Newsletters, flyers, e-mail, and telephone.
- Provide regular input to the Aquatic Sections Granite News.
- Provide regular recognition of athletes for 3<sup>rd</sup> floor plasma screen, Granite news and aquatics web-site.
- Complete accident and incident reports when necessary.
- Other duties as assigned.

### JOB SPECIFICATIONS/QUALIFICATIONS REQUIRED

- Active aquatic involvement i.e coaching
- N.C.C.P. fully certified Level III
- Current NLS certification (preferred)
- Current First Aid & CPR certification
- Access to transportation for travel to meets

- Computer proficiency, word, excel, power point
- Strong command of the English language
- Excellent public relations and communication skills
- Excellent planning and organizational skills
- Flexible to work variable shifts; evenings, weekends and holidays

Please apply online at [www.graniteclub.com/careers/](http://www.graniteclub.com/careers/) or send your resume to [aquatics@graniteclub.com](mailto:aquatics@graniteclub.com) directly.

*We thank all applicants for their interest; however only those selected for an interview will be contacted.*

**As part of Granite Club policy, a condition of employment is to perform a criminal background check and a vulnerable sector search demonstrating a satisfactory criminal record prior to commencing employment.**