



Position offered: Developmental Swim Coach

Work Venue: Singapore

Gross Salary: SGD\$2500.00 to SGD\$3500.00 (Dependent in experience)

Contract Period: 1 Feb 2022 to 31 Jan 2024 (2 years)

Medical Benefits: 7 days

Contract Leave Benefits: 14 days

Job Summary

Position is responsible for assisting the head coach with organizing the Swimming program at the club. Position assists with conducting practices, motivating students, and teaching swimmers FINA rules and swim techniques. It also encompasses standing by for LTS class covering if required within the above-stipulated working period.

Essential Scope of Work:

1. Assist Head coach in creating thorough, age/ability-appropriate workouts focusing on technique, endurance, stroke development, drills, etc.
2. Lead structured practices according to stipulated schedule and training groups.
3. Help to record all work-outs and track daily attendance.
4. Assist head coach with administrative matters relating to the team, swim meet arrangements and team performance as well as interaction with parents.
5. Assist in coordinating and executing swim team competitions and meet registrations.
6. Record times at swim meets.
7. Engage parents and cultivate relationships to create a collaborative swim team environment.
8. Assist in swim team social event planning, as necessary.
9. Assist in maintaining a clean and safe environment for swim team participants.

Administrative Scope of Work:

1. Assists the head coach with selection of award winners for twice a year swimmers award night.
2. Assists the head coach with swimmers entries preparation in team manager and meet manager.
3. Performs support tasks such as maintaining swimmers' database in Team Manager and Jackrabbit System.
4. Assist the head coach with class roll management.



Other Scope of Work:

1. Attends staff development meetings, clinics and other professional activities to improve coaching performance as proposed and directed.
2. Attend all swim team events such as meets, time trials, meetings, social events, swim clinics and etc.

Job Requirements:

1. Swimming Coaching Certification or Equivalent.
2. Good interpersonal and communication skills.
3. Good computing skills. (MS words, excel and emails)
4. Experience in running developmental team training and practices.
5. Have a good command of speaking & writing the English language.