****

**Boys & Girls Varsity Swimming Head Coach Job Description**

**Qualifications:**

1. Ability to organize and supervise a total program.
2. Prior successful coaching experience in swimming, preferably as a Head or Varsity coach.
3. Strong knowledge of technical aspects of the sport, with a commitment to continuous learning.
4. Serves as a positive role model for student-athletes through instruction and actions.
5. Attends professional development opportunities, including clinics.
6. Pursues and maintains membership in a state-level coaching association.

**Reports To:**

Athletic Director and Assistant Athletic Director, with oversight from high school principals.

**Job Goal:**

To teach athletes fundamental swimming techniques, strategy, and physical conditioning, fostering individual and team success. The coach must also instill values of sportsmanship, self-discipline, confidence, and pride in student-athletes while continuously improving coaching skills through professional development.

**Responsibilities:**

**General Responsibilities:**

1. Represent the school positively through the success and integrity of the athletic program.
2. Balance community and parental expectations with the goals of good sportsmanship and mental well-being.
3. Exercise common sense and good judgment in all coaching situations not explicitly covered by policy.

**Coaching Duties:**

1. Enforce and implement all athletic policies set by the Diocese of Gary.
2. Understand and interpret school, state, and league regulations.
3. Follow administrative protocols for resolving concerns and attending required meetings.
4. Supervise student-athletes from arrival to departure during practices and competitions.
5. Schedule and oversee all practices, meets, training camps, and clinics.
6. Collaborate with the Athletic Office and other coaches for scheduling and event coordination.
7. Maintain accurate records of uniforms and equipment distribution and return.
8. Communicate uniform and equipment needs to the Activities Office.
9. Attend preseason meetings with parents and students organized by the Athletic Office.
10. Assist in planning and executing end-of-season banquets, awards ceremonies, senior night, and special recognitions.
11. Organize and support fundraising efforts in coordination with the Athletic Office.

**Staff Responsibilities:**

1. Develop and implement coaching philosophies, skills, and techniques for the staff.
2. Organize staff meetings, clinics, and training to ensure consistency in coaching methodology.
3. Maintain discipline and foster team morale and cooperation.
4. Perform additional duties as assigned by the Athletic Department or principal.

**Administrative Duties:**

1. Ensure necessary preparations are completed for practices, meets, and facility use.
2. Verify completion of required physical exams, parental consent, and eligibility documentation.
3. Maintain proper safeguards for equipment and practice areas.
4. Recommend policy or procedural improvements to the Athletic Director.

**Student-Athlete Responsibilities:**

1. Serve as a mentor, promoting character development, leadership, and responsibility.
2. Monitor student-athletes' academic performance and conduct.
3. Provide guidance, support, and safety measures for all participants.
4. Enforce team training rules and regulations.
5. Report injuries within 24 hours to the athletic office and complete necessary documentation.
6. Supervise and direct team managers, assistants, and statisticians.
7. Implement discipline policies, ensuring due process and parental communication.
8. Assist student-athletes in college recruitment and scholarship opportunities.

**Finance & Equipment Management:**

1. Recommend equipment types, styles, colors, and specifications while managing budget constraints.
2. Track lost or unreturned equipment and ensure accountability.
3. Properly label and store all equipment.
4. Monitor access to equipment rooms and coaches' offices.
5. Ensure athletes use facilities at authorized times only.
6. Inspect locker rooms and facilities for cleanliness and maintenance.
7. Secure doors, lights, and windows before leaving if custodial staff is unavailable.
8. Teach athletes respect for equipment and school property.

**Public Relations:**

1. Organize preseason meetings for parents, coaches, and athletes.
2. Recruit new athletes and promote the sport within the school and community.
3. Coordinate media communication, including news releases.
4. Maintain positive relationships with parents, officials, booster clubs, and community members.

**How to Apply:**

Interested applicants should submit a resume and cover letter to:

**Neil Dimos**  
Director of Athletics  
📧 [ndimos@andreanHS.com](mailto:ndimos@andreanHS.com)  
📞 (219) 887-5959 ext. 317