MONONA GROVE
SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716 P: 608-316-1917 F: 608-221-7688 www.mononagrove.org

Position Description

Position Title:	Swimming Coach (Masters, Stroke Clinic, Open Water Training)
Department / Location:	Pool
Reports to:	Aquatics Supervisor
Employees Supervised:	None
Classification:	
Status:	Non-exempt
Created / Revised:	May 2025

Position Summary

The Swimming Coach administers, supervises, promotes and manages the clinic, class or practice. Responsible for the safety of all participants. Coaches and directs participants to improve their swimming strokes, techniques, endurance, and other skills. Also instills the importance of team work and developing self-confidence. Oversee assistant coaches.

Essential Functions and Responsibilities

1. Conduct practices/classes in a safe, friendly, and competitive (if applicable) environment.
2. Provide a nurturing, encouraging, and supportive environment for the participants.
3. Plan & coordinate classes, practices and program activities.
4. Promote participation.
5. Teach, demonstrate, and correct skills. Work to enhance the ability and endurance of participants.
6. Maintain open communication to identify concerns, duties, and responsibilities.
7. Communicate program goals, time frame, plans and direction in a timely manner prior to program start with Aquatics Supervisor.
8. Maintain proper supervision of participants during scheduled practices/classes.
9. Direct assistant coaches.
10. Motivate swimmers and assistant coaches.
11. Be prepared for all practices/classes.
12. Must maintain appropriate certifications, with or without the assistance of the aquatic facility, aquatics director or the Monona Grove School District.
13. Be prepared to react in an emergency situation.
14. Attend meetings as required.
15. Observe, enforce and be able to explain all facility rules and regulations.
16. Must be able to perform at a high level all four competitive strokes, turns and starts.

Knowledge, Skills and Abilities

1. Must have considerable ability as a swimmer plus knowledge of teaching these skills and safety considerations during practice.
2. Must be motivated and have a positive attitude.

Working Conditions

Pool environment

Education and Experience

1. Must be at least 18 years old.
2. Must hold current certifications in First Aid, CPR and AED.
3. Previous coaching experience preferred.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.