



6651 SW Capitol Highway, Portland, OR 97219  
P: 503.244.0111 F: 503.245.4233 www.oregonjcc.org

DATE: January 13, 2011  
TITLE: Master's Swim Coach  
DEPARTMENT: Aquatics  
STATUS: Part-Time, 4 hrs/wk  
COMPENSATION: \$13/hr

**TO APPLY:** Obtain applications from the Mittleman Jewish Community Center, 6651 SW Capitol Highway, Portland, OR 97219, 503-244-0111; or at our website: [www.oregonjcc.org](http://www.oregonjcc.org). **A signed, completed application is required; submission of a resume is optional and does not replace the required application form. You must also include a photocopy of your current AEA Certification.** Please return your application materials to the attention of the MJCC Human Resources Office at the address noted above. MJCC is an Equal Opportunity Employer.

Due to the volume of applications received, only applicants who are interviewed will be contacted when the position is filled. If you are not contacted to interview, please know that we are grateful for your interest in employment opportunities at MJCC! Applications received for this recruitment may be considered for aquatic department openings that may occur in the next four months.

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## INTRODUCTION

The Masters Swim Coach is responsible for the training and development of all swimmers in the masters swim program.

**QUALIFICATIONS** Any combination of experience and training is qualifying that demonstrates the ability to perform the duties of the position. This would typically include:

- Two years' swim coaching experience.

**Knowledge:** Knowledge of competitive swimming including exercise anatomy and physiology, applied anatomy, physical conditioning specific to swimming, aquatic training equipment; and aquatic environment physical laws. Knowledge of MJCC emergency procedures.

**Ability:** Ability to prepare effective group workouts; ability to effectively coordinate a variety of logistical details; remain alert and watchful through entire shift; ability to project a positive, professional image; ability to provide excellent customer service; ability to communicate effectively with others, both orally and in writing; ability to understand and follow oral and/or written policies, procedures, and instructions; ability to maintain records; ability to work effectively with co-workers and swimmers in a diverse workforce; ability to respond appropriately to question/concerns from the public and program participants; ability to work independently and make decisions within scope of position; ability to be punctual and work a flexible schedule as needed.

## PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Duties are performed in a warm, humid pool environment that can be noisy and filled with people. Duties require strong ability to remain alert and watchful. Duties require mobility to move around the pool deck as needed to effectively coach program participants.

TYPICAL EXAMPLES OF WORK (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.)

1. Coach all levels of swimming within the masters program. Prepare relevant workouts for the group; maintain current records of individual swimmer's times, goals and progressions; aid swimmers in setting appropriate goals.
2. Prepare swimmers and team for meets; ensure that proper training has been given. Select and schedule swimming meets as appropriate; select events; coordinate team logistics.
3. Maintain all records and correspondence related to the masters swim program. Maintain current team rosters; maintain attendance records.
4. Maintain timely and consistent communication with swimmers by email, phone, newsletter and in-person. Promote the growth of the team by direct recruitment, general publicity, and other means. Attend internal and external meetings as directed.

#### ELIGIBILITY

Under the provisions of the Immigration Reform and Control Act of 1986, MJCC requires any person hired or rehired to provide evidence of identity and eligibility for employment on the date of hire.

#### MISSION

Mittleman Jewish Community Center is a vital institution for Jewish culture and identification, proud to offer its programs and services to everyone. For more than 80 years, the MJCC has offered educational, social, cultural and recreational programs.

#### MJCC IS AN EQUAL OPPORTUNITY EMPLOYER