

**CITY OF NEW LONDON CONNECTICUT
AN EQUAL OPPORTUNITY EMPLOYER**

RECRUITING ANNOUNCEMENT

Position title: Swim Team Head Coach, Part Time (15-30 hours)

Salary: \$21.75 - \$23.64 per hour, depending on qualifications.

GENERAL DESCRIPTION OF JOB:

The head coach of the swim team is a year-round position that has a focus on bringing complete swimming to ages 6-18 years old. The job of the Swim Team Head Coach will be to ensure that swimmers of all levels receive specific instruction, goal setting, and provide age-appropriate drills and challenging progression. The Head Coach will also be responsible for creating and maintaining a relationship with USA Swimming to ensure the high level of training for participants and staff.

MINIMUM QUALIFICATIONS:

Preferred bachelor's degree in the field of Recreation, Sports Science, Physical Education or similar field from a recognized college or university plus three years of progressively responsible swim program experience, or an equivalent combination of education and experience.

Examination *:

Background Check (Pass/Fail)

** Department interview to follow*

Employment Benefits:

None offered for seasonal positions.

How to Obtain Information: For an application (required), apply to the Personnel Office, 13 Masonic Street, New London, CT 06320 or may be dropped off, mailed or emailed to jobs@newlondonct.gov Closing date is May 12, 2026 at 3:00 p.m., EOE MFH

The application must be submitted before **May 12, 2026 at 3:00 P.M.**

Unaffiliated

Location: Recreation

Approved by Personnel Board: 4/27/2026

Hours: Part time: 15-30 hours

Swim Team Head Coach

The head coach of the swim team is a year-round position that has a focus on bringing competitive swimming to ages 6-18 years old. The job of the Swim Team Head Coach will be to ensure that swimmers of all levels receive specific instruction, goal setting, and provide age-appropriate drills and challenging progression. The Head Coach will also be responsible for creating and maintaining a relationship with USA Swimming to ensure the high level of training for participants and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for all levels of swimming in the USA program.
- Attend and responsible for daily direct coaching duties for swimmers; Prompt attendance at all scheduled workouts and swim meets to include weekends
- Design and oversee training plans for all training groups
- Oversee seasonal progression of athletes. Facilitate individual age-appropriate goal setting process with all swimmers and monitor phases of development with individual swimmers
- Set training schedules, practice groups, and athlete placement within groups
- Plan each season's meet schedule consistent with the needs of the team, individual training groups, athletes and their families
- Assign necessary staff for all scheduled swim meets and practices
- Develop and assign the schedule for assistant Coaches; Oversee and supervise assistant coaches including evaluations and ensuring they are meeting the goals of the program; Ensure coaching staff, parents and swimmers are knowledgeable of swimmer's code of conduct.
- Decides all individual and relay events for athletes at swim meets or review those selected by assistant coaching staff
- Set and report USA Swim Team performance highlights to the Aquatics and Recreation Leader and other designated Recreation Departments part of the collaboration
- Establish an environment that fosters positive team attitudes, encourages self-discipline, sportsmanship and responsibility
- Support and facilitate progress toward USA Swimming Club Recognition and Club Excellence Goals
- Maintain Team Records
- Communicate with parents and swimmers including meet information, results, feedback
- Create an educational, safe and inviting experience for all participants
- Provide a safe, clean and organized pool area
- Present, organize, and participate in all team sponsored events including End of Season Dinner Banquet
- Provide In service training to assistant staff, weekly meetings with assistant coaches, staff mentoring and development (including professional development)

- Meet entries
- Reports to the Aquatics and Recreation Leader.

PHYSICAL AND MENTAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, and talk and listen. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must frequently lift and carry up to 25 pounds. Specific vision abilities required for this job include close vision and the ability to adjust focus. The employee must be able to read and interpret standard documents such as written instructions and procedures manuals and have the ability to write reports and correspondence and speak effectively before groups. The position requires the ability to apply common sense understanding to deal with problems involving a few concrete variables in standardized situations. The position requires frequent in water activity for periods of time up to but not limited to three hours.

MINIMUM QUALIFICATIONS:

Preferred bachelor's degree in the field of Recreation, Sports Science, Physical Education or similar field from a recognized college or university plus three years of progressively responsible swim program experience, or an equivalent combination of education and experience.

Passionate about swimming and working with kids. Experience leading large groups of athletes and families. Successful at progressing swimmers from state to sectional to national levels. Knowledgeable of competitive USA swimming and all swimming strokes (Backstroke, Breaststroke, Butterfly and Freestyle). Must possess/be able to demonstrate professionalism, leadership skills, decision making ability (in the interest of athletes and organization), timely and professional communication (written and verbal) with coaches, parents, swimmers and

Preferred working knowledge of Meet Manager Software. Current USA Swimming Coach in good standing, preferred Level 1.

SPECIAL QUALIFICATIONS:

- Certified in CPR, First Aid, AED, Lifeguarding, and Water Safety Instructor (WSI)
- Must have a valid Connecticut Drivers' License
- Minimum 2 years Coaching Experience at Club or NCAA level
- License: USA Swim Head Coach Certification or the ability to receive the Certification within the first 6 months of employment.