



**Position Title:** Tosa Aquatic Club Head Coach  
**Department / Location:** Recreation Department  
**Job Classification:** Part-Time  
**Reports to:** Recreation Program Coordinator  
**Supervises:** Tosa Aquatic Club Assistant Coaches

**Position Summary:** The Tosa Aquatic Club Head Coach is a part time position responsible for the direct supervision of the Tosa Aquatic Club (USA Competitive Swim Team) and Assistant Coaches as assigned. Tosa Aquatic Club is based in Wauwatosa, WI, a suburb of Milwaukee. This position requires solid leadership, but more important a dedication to coaching swimmers to reach their full potential. A successful candidate will possess a high degree of patience, dependability and a strong commitment to communication with Recreation Program Coordinator, assistant coaches, parent board and swimmers and parents.

**Qualifications:**

- Must possess current Red Cross Lifeguarding certification. Water Safety Instructor (W.S.I.) certification or equivalent experience/training preferred (instructor is responsible for updating and keeping certification current). Able to obtain Safety Training for Swim Coaches, and USA certification within 60 days of hire, or show proof that it has been completed, and maintain USA Coaching certifications and standards. Must also be able to pass the USA Swimming background check and Wauwatosa School District background check prior to final hire.
- Have at least 3 years of coaching background; Club Head coaching experience desired.
- Have a passion for competitive swimming, enthusiasm for working with young athletes, and be able to teach and motivate swimmers with a positive approach.
- Available for at least 4 weeknight practices (and any morning practices added to the schedule, or the ability to schedule coaches for morning practices)
- Maintain discipline and safety at practices. Develop a system for determining what the problem is and how to handle it (i.e. talk to swimmer, call caregiver, have swimmer sit out of practice, etc). Inform Assistant Coaches of procedures.

**Essential Job Functions:**

- Seek out, interview and secure assistant coaching staff as needed, with approval from the Program Coordinator. Confirm potential assistant coaches with Recreation Coordinator on preferred hire (Program Coordinator will reach out to the candidate to complete the hiring process).
- Set practice times for groups in the allotted time available.
- Develop daily practices and conduct practices.
- Organize stroke clinics.
- Ability to write/modify practices for various levels of ability
- Work with Assistant Coaches to develop daily practice plans and seasonal plans; encourage coaches to write their own practices with guidance from Head Coach.
- Have a strong knowledge of stroke and swimming technique



- Coach weekend meets or designate/assign coaches to club designated meets and notify the Recreation Department, in advance, of who will be the coach on deck.
- Encourage swimmers to participate in USA swimming sanctioned swim meets and assist parents in determining which events would be appropriate for their child to swim.
- Organize relay teams/events for designed meets.
- Keep track of coaches hours at meets and submit a list of meets with coaches hours and payroll.
- Inform Recreation Coordinator of coaches meeting for payroll purposes.
- Work closely with the Wauwatosa Recreation Department Program Coordinator and TOSA Aquatic Club Parent Board. Attend monthly board meetings.
- Pick meets for the season with the Parent Board
- Develop a method, along with the assistant coaches, for setting goals for the team and individual swimmers.
- Establish and enforce rules of conduct for practices and at swim meets (this includes in the pool, locker rooms and general school areas)
- Communicate with parents and swimmers (check ins, feedback, concerns, etc) including, but not limited to, concerns about coaches and addressing those concerns.
- Maintain Team Unify website (designate someone in case of emergency)
- Manage/Maintain/Update team and swimmer records
- Maintain Concussion Information and Acknowledgement Forms
- Schedule (book facility space through rec), organize and facilitate New Swimmer Meeting as well Team Meeting.

**Physical Requirements:**

- The employee must be able to complete all physical requirements of the job with or without a reasonable accommodation. Physical requirements will include sitting, standing, walking, lifting, carrying, reaching, pushing, pulling.

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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 Wauwatosa School District reserves the right to change duties, responsibilities or activities with or without notice.

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Employee Signature

Date Signed