



The Oak Bay Orcas are seeking passionate and experienced swim coaches to join our team for the upcoming winter maintenance season which runs September 9, 2024-April 2025. The ideal candidates will have a strong background in competitive swimming and coaching, excellent communication skills, and the ability to motivate and inspire swimmers of all levels and abilities to achieve their individual goals. Successful candidates may be given priority in the anticipated competition for the 2025 summer meet season coaching positions. Successful candidates may be asked to complete some onboarding prior to September 9, 2024 to ensure continuity in coaching.

Please send your resume, cover letter, and the name and contact information of two references to president@oakbayorcas.ca **by August 30, 2024**. In your cover letter, briefly describe your coaching philosophy, why you'd be a great addition to our team, and the position(s) you are applying for. The positions currently available are listed below.

We will be holding interviews on a rolling basis upon receipt of applications.

If you have any questions about the positions or the Oak Bay Orcas generally, please contact Kaitlyn Chewka at president@oakbayorcas.ca.

Position 1: Winter Maintenance Head Coach (1 position)

Responsibilities:

The Winter Maintenance Head Coach has the same responsibilities as those of the Winter Maintenance Coach (listed below) in addition to the following:

- Supervise coaching staff and attempt to resolve any problems or conflicts that may arise (with the support of the Board, as needed).
- Plan and oversee delivery of seasonal planning for winter maintenance
- Act as the key contact person for the Board.
- Act as a liaison between the Board and other coaches.
- Act as the key contact person for parents and guardians.
- Create and post content on the Orcas' social media sites or delegate such tasks to the coaching staff.
- Assist other coaches with feedback for their swimmers.
- Other administrative tasks, as needed.

Qualifications:

The Winter Maintenance Head Coach must have the same qualifications as those of the Winter Maintenance Coach (listed below) in addition to the following:

- Ability to supervise and lead a small team of coaches in a cooperative manner.
- Problem solving and conflict management skills.
- Strong organizational skills.
- Priority will be given to candidates with NCCP CC, NCCP Swimming 101 (accordingly, please note your progress or evaluation level in your application)
- Wage will be negotiated based on experience and qualifications

Position 2: Winter Maintenance Coach (1 position)

Responsibilities:

- Develop, organize, and implement a winter maintenance training program for various swimmers of various skill levels who range from ages 7-18.
- Prepare and implement daily, monthly, and seasonal plans that are specific to the assigned groups and ability levels.
- Regularly monitor and assess swimmers and group performance and progress.
- Provide feedback and guidance to improve swimmer skills and overall performance.
- Communicate with swimmers, guardians, and Board members regarding training groups and swimmers in a timely manner.
- Encourage a positive and inclusive team environment and ensure a safe environment for all swimmers
- Adhere to the winter maintenance training schedule and the BCSSA rules.
- Mentor, educate, delegate tasks to, and supervise junior and/or volunteer coaches, if any.
- Attend training, as required.
- Administrative tasks as needed.

Qualifications:

- Previous experience as a swim coach or competitive swimmer.
- Strong knowledge of swim techniques and training methods.
- Excellent communication and leadership skills.
- Ability to work effectively with swimmers of all ages and skill levels.
- Completion of a vulnerable sector criminal record check (or willingness to obtain).
- Completion of Safe Sport (online) prior to first day on the pool deck.
- Coaching qualifications, formal swim instruction training, and NL certification is not required but priority will be given to candidates with qualifications.
- Wage will be negotiated based on experience and qualifications

Position 3: Mini-pods Head Coach

Responsibilities:

The Mini-pods Head Coach has the same responsibilities as those of the Mini-pods Coaches (listed below) in addition to the following:

- Evaluate other mini-pods coaches on a monthly basis and provide feedback for improvement.
- Supervise other mini-pods coaching staff and attempt to resolve any problems or conflicts that may arise (with the support of the Board, as needed).
- Act as the key contact person for the Board.
- Act as a liaison between the Board and other employees.
- Act as the key contact person for parents and guardians.
- Create and post content on the Orcas' social media sites or delegate such tasks to the mini-pods coaching staff.
- Assist other mini-pods' coaches with feedback for their swimmers.
- Complete and review evaluation of swimmers.
- Other administrative tasks, as needed.

Qualifications:

The Mini-pods head coach must have the same qualifications as those of the Mini-pods coaches (listed below) in addition to the following:

- Ability to supervise and lead a small team of coaches in a cooperative manner.
- Problem solving and conflict management skills.
- Strong organizational skills.
- Priority will be given to candidates with NCCP CC, NCCP Swimming 101 (accordingly, please note your progress or evaluation level in your application)
- Wage will be negotiated based on experience and qualifications

Position 4: Mini-pods Coach (2 positions)

Responsibilities

- Provide in-water instruction for swimmers.
- Develop, organize, and implement a winter maintenance training program for young swimmers aged 5 to 8.
- Prepare and implement daily, monthly, and seasonal plans that focus on skill development.
- Regularly monitor and assess swimmers' performance and progress.
- Provide feedback and guidance to improve swimmer skills with the goal of moving mini-pod swimmers into the Orcas' junior programs.
- Be responsible for the conduct, discipline and safety of swimmers.
- Communicate with swimmers, guardians, and Board members regarding training groups and swimmers in a timely manner.
- Complete evaluation forms for swimmers.
- Encourage a positive and inclusive team environment and ensure a safe environment for all swimmers.
- Adhere to the winter maintenance training schedule and the BCSSA rules.
- Mentor, educate, delegate tasks to, and supervise junior and/or volunteer coaches, if any.
- Attend training, as required.
- Perform other administrative tasks as required.

Qualifications:

- Previous experience as a swim coach, swim instructor, or competitive swimmer – priority may be given to candidates with experience working with young children.
- Strong knowledge of swim techniques and training methods.
- Excellent communication and leadership skills.
- Completion of a vulnerable sector criminal record check (or willingness to obtain).
- Formal swim instruction training is strongly preferred
- Completion of Safe Sport (online) prior to first day on the pool deck.
- Coaching qualifications and NL certification is not required but priority will be given to candidates with such qualifications.
- Wage will be negotiated based on experience and qualifications.