

River Forest Tennis Club

Job Description: Head Swim Coach

About the Club

The River Forest Tennis Club (RFTC) is a private recreational tennis and swim club with a strong summer swim tradition. Our program serves approximately 220 swimmers, ages 5–18, with an emphasis on stroke development, conditioning, personal growth, and—most importantly—fun. We are proud of our reputation for excellence and community spirit, and we seek a coach who will help us to continue that legacy.

Position Overview

The Head Swim Coach leads all aspects of the RFTC summer swim program. This is a seasonal, part-time position (approximately 25-30 hours per week, May 25 through July 19) that involves planning and running practices, attending meets, and managing assistant coaches.

Responsibilities

- **Swimmer Development**
 - Design and lead daily practices focused on technique, conditioning, and teamwork.
 - Work in the water with younger swimmers to teach and reinforce proper strokes.
 - Create lineups, track individual times, and provide constructive feedback.
 - Foster a positive environment that balances competitiveness with enjoyment.
- **Assistant Coach Management**
 - Hire, train, and supervise assistant coaches.
 - Share technical and leadership skills to develop their coaching abilities.
 - Delegate responsibilities to ensure consistency across age groups. ●
- **Team Operations**
 - Oversee participation in the local swim conference, including meet preparation and compliance with league procedures.
 - Coordinate set-up/clean-up for practices and meets with staff and volunteers.
 - Maintain communication with swimmers and families through newsletters, postings, and updates.
 - Collaborate with the Swim Team Committee, Club Manager, and Pool Director.
- **Events & Community Engagement**
 - Attend team events including season opening banquet, end-of-season banquet, conference psych dinner, swim-a-thon and other events.

- Prepare a weekly newsletter to maintain communications with families and swimmers.
- Represent RFTC with professionalism and enthusiasm at all meets and functions.
- **Schedule**
 - Practices: Weekday afternoons (3–7 PM)
 - Meets: Thursday evenings and select Mondays
 - Additional commitments include special events described above and the conference championship meet scheduled for Saturday, July 18
- **Compensation & Benefits**
 - Competitive hourly, with total compensation targeted around \$12,000–\$18,000 for the summer.
 - Opportunities to supplement income with swim lessons, private coaching, or additional program development if desired.
 - Family pool and tennis privileges during the season, per club rules.
- **Desired Qualifications**
 - Prior experience coaching youth swim teams; club-level or high school swimming background preferred.
 - Strong technical knowledge of all four competitive strokes, starts, and turns.
 - Enthusiasm for teaching and motivating swimmers from novice to advanced.
 - Excellent communication skills with children, parents, and colleagues.
 - Organizational skills to manage practices, meets, and assistant staff.
 - Commitment to the full summer season, with interest in multi-year involvement.