



Birchwood Swim and Tennis Club, Inc.

P.O. Box 211
681 Quaker Road (Route 120)
Chappaqua, New York 10514
birchwoodswim@verizon.net

Birchwood Swim & Tennis Club is searching for a new Head Swim Coach and Aquatics Director for the 2018 summer season. This position will be a full time position with Sundays off during the swim season, provided there is not a swim meet scheduled. Outlined below are the duties and responsibilities of this position:

Head Coach:

- Meet with the Swim Chair in April to draft the annual Swim & Dive Team letter to the club members, update the Birchwood website, and organize the summer schedule.
- Attend and supervise all Swim & Dive Team practices and manage all assistant swim and dive coaches during practices and meets. Tentative preseason practice begins the second week of June. Regular summer practice begins the first weekday after Chappaqua Central School District's last day of school. The season concludes after the Counties meet in the first week of August.
- Responsible for managing Swim & Dive Team sign up and suit fitting day (2-3 hours) the second Sunday in June and evaluating all new swimmers to determine if they are ready for joining the team.
- You (or an assistant coach) to attend Northern Westchester Swim Conference meetings serving as Birchwood's representative. These are typically in May, June and July.
- Schedule and attend all swim and dive meets and social events for the Swim & Dive Team. Scheduled events will be coordinated with the Swim Chair.
- Responsible for maintaining consistent and timely communication (via email or otherwise) with Swim & Dive Team parents and handling any questions or issues that may arise.
- Interview and evaluate all assistant coaches and report to the Swim Chair any recommendations for coaching positions. Final decisions regarding coaching positions will be made by the Board of Directors upon the recommendation from the Swim Chair and Head Coach.

Aquatics Director:

- Organize group swim lessons taught by lifeguard staff throughout the summer, and organize a mailer to notify all members of group swim lesson offerings.
- Supplement your income by teaching private lessons, swim training clinics, lifeguard certification and recertification classes.
- End of the summer "wrap-up" meeting with the Swim Chair to discuss all aspects of the Birchwood aquatic programs, including: Swim & Dive Team, staffing, lessons, and other aquatic offerings.

Interested candidates, please email Anne Nadecki at anadecki@gmail.com

* Please apply by Friday, February 23rd to be considered