

# Jackson Hole Stingrays

<b>Job Title:</b>	<b>Jackson Hole Stingrays Head Coach</b>	<b>Job Category:</b>	Year Round
<b>Start Date</b>	Estimated Date June 1st	<b>Position Type:</b>	Full Time
<b>Reports To:</b>	JHSR Board of Directors	<b>Supervises:</b>	Coaching Staff & Team Members
<b>Pay Scale:</b>	Salary	<b>Annual Salary:</b>	\$75,000
<b>Contracted:</b>	2 years		
<b>Expected Schedule:</b>	Average of 40 hours a week which includes weekend meet travel		

## POSITION SUMMARY:

- Lead and manage all aspects of the Stingrays competitive program
- Develop strategy, training plans, and culture to achieve short- and long-term performance goals for all swimmers
- Represent the program to align with the Stingrays mission & vision statement and values

## COMPENSATION, BENEFIT and PAYROLL:

Payroll will be issued on the 5th (covers 16th-31st of the month) and 20th (covers 1st-15th of the month).

<b>Medical Insurance Reimbursement</b>	\$500 per month (\$250 each pay period)
<b>Paid Vacation</b>	25 days (15 days will be taken in August)
<b>Per Diem</b>	Will be provided in line with Stingrays Coach travel policy for meet and travel days
<b>Mileage</b>	Will be provided in line with Stingrays Coach Travel Policy
<b>Workmans Comp</b>	Stingrays paid through State of Wyoming

## Coaching & Training

- Design and implement a seasonal (short & long course) practice vision emphasizing skill development, appropriate drills for each level, conditioning, and tactics
- Oversee and approve level coaches' training and practice structure
- Create a positive, encouraging environment for coaches and swimmers
- Implement continuing education and professional development for all coaches
- Observe practices nightly and provide ongoing feedback

## Program Management

- Oversee all team levels 1-5

- Define advancement criteria and manage level move-ups with lead coaches
- Supervise tryouts
- Coordinate with the Board to set meet schedule for the year
- Set team goals and season objectives
- Manage meet planning and travel schedules for coaches
- Arrange for coach coverage for away meets (typically 1 to 10 ratio)
- Organize and communicate meet information to families
- Coordinate with the Board on timers/officials, relays, and DQ slip handling
- Attend at least 85% of meets, including both Wyoming Championships
- Build and maintain positive relationships with other clubs and school (JHMS/JHHS) coaches; collaborate on practice scheduling and related issues
- Support home meet operations with the meet director (sanctioning, event list, setup/breakdown)
- Ensure sufficient, organized training equipment and deck upkeep
- Help organize team fundraising opportunities
- Be familiar with time standards for championship, age group regional, zone, sectionals and encourage goal setting and attendance

### **Staff Supervision**

- Manage coach schedules
- Hire level, train and mentor coaches when necessary
- Supervise and provide ongoing feedback to coaches
- Observe different levels workouts throughout the week
- Hold and lead coaches meetings throughout the year
- Manage USA coaching requirements and Rec Center certifications (including lifeguarding)
- Facilitate assistant coach evaluations
- Advise the Board on new coach hires and retention decisions

### **Team Culture**

- Foster a positive, inclusive, fun, and safe team environment for all participants
- Promote sportsmanship, teamwork, and discipline in alignment with the organization's mission and vision
- Plan and coordinate team social and community-building events
- Develop and expand the boys' program for sustained future growth

### **Communication**

- Maintain professional, respectful relationships with families
- Communicate openly and consistently with parents, athletes, administration, and officials
- Check coach email throughout the day
- Respond to parent emails within 24–48 hours
- Collaborate with the Board and meet regularly to review level progress

### **Administration**

- Manage meet logistics, including entries, setup, and timing/computer operations
- Maintain team records and handle paperwork (e.g., DQ slips)
- Update and maintain team website and online resources
- Attend monthly Board meetings

- Participate in championship coaches’ meetings before and after events
- Serve on a Wyoming Swimming committee
- Assist the Board in interfacing with the Rec Center regarding lanes needs for each session
- Assist in planning level practice schedules for each session

**Safety**

- Enforce USA Swimming SafeSport
- Maintain a safe pool environment and promote swimmer and staff safety to include no use of cell phones on deck
- Report and document incidents promptly and follow up on corrective actions
- Coordinate safety initiatives with the team SafeSport representative

**Essential Qualifications**

- Prior swim coaching experience required, preferably at club or collegiate levels
- Comprehensive understanding of competitive swimming rules, regulations, strategies, and technique
- Strong leadership and team building abilities
- Excellent communication skills
- Proficient computer skills

**Required Certification**

- CPR/AED and First Aid
- USA Swimming coach certification in good standing at all times
- Lifeguard certification for Teton County Recreation Center
- SafeSport

DISCLAIMER AND ACKNOWLEDGMENT			
<p><i>This job description is only a summary of typical functions and essential duties being performed by individuals assigned to this position. The actual duties, roles and responsibilities may differ slightly from this job description and is not intended to be an exhaustive list. In signing this form, I understand the position’s requirements and I acknowledge that I can perform these essential job functions satisfactorily, as outlined above.</i></p>			
<p>The Company retains the right in its sole and absolute discretion to revise, modify, alter, and amend any of the components of this job description, including without limitation, elimination of the position, rate of pay and other compensation, and scheduling. The dates set forth in the job description for bonus payments apply if, and only if, Employee is employed with the Jackson Hole Stingrays swim team on the specific payment date.</p>			
Employee’s Signature		Date:	
Employee Print			
Approved By:		Date:	
Last Updated By:		Date:	