



Winter Swim Manager

Reston Swim Team Association (RSTA) is a year-round developmental swim league open to all swimmers between the ages of 5 and 18. It is a volunteer-run 501(c)4 civic organization. Although RSTA summer swim is our largest and best known program, RSTA also provides swim opportunities throughout the year through our Winter Swim Program.

The RSTA Winter Swim program offers swimmers the opportunity to continue their swim development during the colder months (September through May). The program is hosted at the Reston Community Center. High school-aged Coaches work with swimmers to improve their stroke technique and endurance. The program is broken into two sessions: Fall (mid September - mid December), Winter (end of January - early May).

RSTA is seeking to appoint a Winter Swim Manager (WSM). Ultimately accountable to the Winter Swim Chair and RSTA Board of Directors, the WSM is responsible for the day-to-day running of the program as well as the recruitment and management of a team of Head/Senior Coaches, Coaches and Coaches-in-Training. They are responsible for overseeing Head Coaches to ensure appropriate practice drills, goals and objectives are set and clearly communicated for each session.

The ideal candidate should have at least four to five years of swim coaching experience and must be lifeguard certified. Preferably, they will have an understanding of the RSTA league and/or an interest in sports management.

Hours: Estimated 7-10 hours per week during the Fall and Spring sessions. Although not expected to be at every practice, the WSM must be available to work on some weekends to accommodate Saturday and Sunday swim practices. They should plan to attend approximately 60% of practices as practical to manage the coaching staff and ensure smooth operation of the program. Currently, practice times are as follows:

- Tuesday, 7-8pm
- Thursday, 7-8pm
- Friday, 6-7pm
- Saturday, 5-6pm
- Sunday, 5-7pm

Hourly Rate: \$25 per hour

Benefits: There are no benefits or paid time off associated with this role

Background Check: The Winter Swim Manager must undergo a background check



An outline of responsibilities include:

- Manage, recruit, and hire coaches
 - Coordinate with RSTA payroll for hiring paperwork, offer letters, and submit timesheets
 - Daily oversight at practice
 - Monthly check-ins to discuss best practices and provide constructive feedback
 - Perform two end-of-season evaluations
 - Provide coaches with letters of recommendation for college, scholarships, as needed
- Coordinate with RSTA Registrar to identify open/close dates for registration, swimmer placements, practice sizes, lane assignments, filling each session and size of waitlist
- Facilitate interaction with parents including individual and group meetings
- Email communications to swim families (welcome, season announcements, reminders, rules, expectations, holiday dates, no practices, etc.), and respond to inbound inquiries
- Work with RSTA Publicity to update the website with session dates
- Partner with Winter Swim Chair/Board of Directors to coordinate with Reston Community Center (RCC) to plan for each season, schedule and reserve pool space
- Organize mock meets for all swimmers in Fall session
- In advance of summer season meet with RSTA Personnel Reps to discuss applicants for their team who are winter swim coaches
- Assist RSTA Board New Swimmer Evaluation (NSE) Lead and RCC with scheduling New Swimmer Evaluation (NSE) sessions for summer swim, reserve pool dates, and help to staff each event
- Coordinate with RCC for lifeguard certification classes and gather details on where classes are offered
- Identify swimmers who graduate from New Wave. Work with Registrar to confirm who moves and who stays in the program
- RSTA is committed to offering a safe, fun and welcoming environment for all and the WSM will be required to take SafeKids or similar training