



## **JOB DESCRIPTION OF COACH AND CLUB DEVELOPMENT OFFICER (SWIMMING)**

### **1) Responsibilities:**

- **Coach Developer:**

The coach developer is the point of contact for the coaches & teachers community:

- Maintaining relationships and communication
- Coordinating with Coach SG to ensure seamless integration of NROC membership requirements and accreditation programming across all platforms
- a. Work with National Head Coach and Technical Director to assess and develop relevant content for courses and workshops for CoachSSA
- b. Work with National Head Coach and Technical Director to assess and steer delivery of the courses and workshops for TeachSSA
- c. To Co-Ordinate and Educate SSA recognised Coach Developers and Mentors for Coaching Sessions and Workshops.
  - d. Manage and maintain approx. 30 coaches island wide in their own coaching education.
- e. Participate in delivery of Level 1, Level 2 and Level 3 Coaching and Teaching streams
  - i. Including onsite assessments and coordination of SSA Prior Education Waiver program
  - ii. Liaison for attachment centres for Level 1
  - iii. Supervise and guide SG Coach Level 1 swimming integrated program coursework and assessments
- f. To oversee the swimming teachers and coaches membership services and membership platforms including:
  - i. Renewals and Validity of membership
  - ii. Marketing
  - iii. Resources Development
  - iv. Maintenance and function of Web Platforms
- g. Develop a monitoring and evaluation tool for collation of data to track Teachers and Coaches in terms of their potential to move up to higher tiers for continued development
- h. Advisory capacity / mentor to other coach developers and learn to swim teachers
- i. Coordinate regular Community of Practice for coaches to facilitate discussions

- **Club Developer:**

Work with the Executive Director, Head Coach and Technical Director to elevate the professional standard across club functions in the 5 pillars of pathway development to be a successful club:

- Athlete
  - Coach
  - Support staff
  - Competition
  - Parents
- j. To develop the National Singapore Swimming (NSS) framework and pathway for learn to swim to improve competency of learn to swim participants
  - k. To revise and enhance the Singapore Swimming Proficiency Award (SSPA) model to enable broader and more sustained participation in developmental years that supports the NSS participation pathway
  - l. Liaison with clubs in utilisation of Singapore Tracking Times as a framework for seamless transition of developing swimmers into competitive swimming
  - m. Develop a monitoring and evaluation tool and collation of data to track club's progress for continued development
  - n. Main coordinator for the pilot study programme with Sport SG public pools

- **Sport Planner:**

Assist the Technical Director to monitor and refine the SSA Multi Year Sports Plan including budgeting and setting KPIs relating to coach and club development.

Includes:

- i. Budget planning
- ii. Preparation of Annual Reports for SSA
- iii. Preparation of Core Data for Swimming discipline for Sport SG
- iv. Liaison for Parent Workshops and Forums, planning and organisation.

2) **Requirements:**

- Minimally NROC level 1 swimming coach certification
- Demonstrated skill in forming effective working relationships and success in managing individual and group dynamics across a range of key stakeholders
- Experience in swim coaching and/or club administration of performance and development/participation programs will be viewed favorably.
- Understanding of the Singapore swimming clubs landscape
- Demonstrated skills in Microsoft office suite and databases
- Willing to work on weekends.

- **Other Skills and knowledge that will be considered favorably**

- a) Experience running competitive swimming software and timing systems
- b) Experience in marketing projects
- c) Experience in Event Management

**Deadline:** 13 April 2022

**Application Response:** [contact@swimming.org.sg](mailto:contact@swimming.org.sg)