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