



JOB DESCRIPTION

TITLE: HEAD BOYS SWIMMING & DIVING COACH

QUALIFICATIONS:

- ☐ Previous coaching experience at the high school, club, or collegiate level (head coach or assistant head coach preferred).
- ☐ Comprehensive knowledge of competitive swimming techniques, rules and regulations (NFHS/IHSA), and safety protocols.
- ☐ Experience working with high school students in an instructional or mentoring capacity.
- ☐ Excellent leadership, communication, and organizational skills.
- ☐ CPR, First Aid, and AED certification (or ability to obtain prior to start date).
- ☐ Completion of required IHSA coaching certifications (or ability to obtain prior to start date).
- ☐ Valid driver's license and willingness to drive a school mini-bus (training will be provided).

Preferred qualifications:

- Lifeguard certification or Safety Training for Swim Coaches (STSC) certification.
- Familiarity with sport specific and general student-athlete strength and conditioning programs.

JOB SUMMARY:

The Head Boys Swimming & Diving Coach is responsible for the organization, development, and leadership of the Mundelein High School boys swimming & diving program. This includes mentoring and developing coaches and student-athletes while fostering a positive team environment. The head coach administers all aspects of the program while ensuring that all activities align with school policies, athletics department and conference guidelines, and safety protocols.

REPORTS TO: Director of Athletics

SUPERVISES: This position oversees the boys swimming & diving coaching staff.

PERFORMANCE RESPONSIBILITIES:

- Schedule, plan, and supervise practices, meets, and team activities.
- Teach fundamental and advanced swimming skills and strategies.
- Develop and implement a season-long plan for student-athlete conditioning, training, and meet preparation.
- Supervises and directs assistant coaches and ensures alignment with athletics department expectations.
- Monitor academic performance and character development of student-athletes.
- Encourage teamwork, discipline, and sportsmanship among student-athletes.

- Promote the boys swimming & diving program within the school and the Mundelein community.
- Coordinate program logistics, including tryouts, practice scheduling, travel, fundraising, and camps.
- Responsible for the acquisition and maintenance of equipment and uniforms.
- Communicate effectively with students, families, athletics staff, and school administration.
- Uphold school policies, athletics department and conference guidelines, and safety standards.
- Foster an inclusive and motivating environment for all program participants.

TECHNICAL SKILLS:

The individual must be proficient in computer usage, word-processing, spreadsheets, presentation and other school-based software.

PHYSICAL REQUIREMENTS:

The individual must be able to stand or sit for long periods of time, be mobile to move from one place to another, stoop, bend and able to lift up to 40 pounds.

WORK SCHEDULE:

Morning, afternoon, evening, and weekend practices and competition.

TRAVEL REQUIREMENTS:

The individual will need to provide own transportation to district business, athletic events, and professional meetings as required.

STIPEND:

Stipend determined by the stipend schedule listed in the collective bargaining agreement between the Board of Education and the Mundelein Education Association.

**APPROVED BY
THE BOARD OF
EDUCATION:**