



BENET ACADEMY

Catholic • College Prep • Benedictine Tradition

Girls Swim Team Assistant Coach

CLASSIFICATION:	EXEMPT
FAMILY:	Coaches - 9801
EEO CLASSIFICATION:	Professional
REPORTS TO:	Head Coach & Athletic Director
DATE CREATED:	July 15, 2022
DATE REVIEWED:	June 16, 2025

Required Education/Experience	Preferred Qualifications/Experience
2-5 years' experience in the area of competitive swimming	Bachelor's Degree with experience with high school level students

Additional Eligibility Qualifications

MISSION STATEMENT

Benet Academy, a Catholic, college preparatory school rooted in the Benedictine tradition, forms young men and women into compassionate leaders, critical thinkers, and faithful servants of God and neighbor.

VISION STATEMENT

A community for life, the Benet Family inspires servant leaders, shaped by prayer and work, who live the Gospel in today's world.

JOB DESCRIPTION

Summary/Objective

The Girls Asst. Swim Coach aides the Head Coach with a variety of tasks including but limited to, the organization of practices, meets, and team travel. They also assist with developing team strategies for upcoming meets. There may be administrative duties as well.

Essential Functions

1. Communicate effectively with the Head Girls Swim Coach.
2. Assist in coordinating and supervising the Benet Academy program and team.
3. Help students achieve gains in athletic skill and team performance.
4. Assist in designing training and meet programs.
5. Assist in assuring that the program is properly implemented.
6. Attend and be actively engaged in meetings that are called by the head coach and Athletic Department throughout the sports season or occasionally off season.
7. Responsible for assisting the head coach with scheduling of the following:
 - a. meet schedules
 - b. practice schedules
 - c. transportation
 - d. meal arrangements
8. Assist in developing team rules, communicate them to the players and their parents, and equitably enforce them.
9. Maintain good public relations for the Girls Swim program including but not limited to:
 - a. Ensure that student athletes adhere to training rules, lettering policies, grade requirements, and rules of behavior.
 - b. Ensure the continual supervision of student athletes during practice and at meets, in conditioning, and in locker rooms.
 - c. Ensure that health and safety precautions are observed during all activities.
10. Immediately report all major injuries incurred during practice sessions or meets to the head coach and ensure the information is passed on to the Athletic Director and Principal.
11. Assist in ensuring proper purchasing, inventory, and care of equipment.
12. Assure that Illinois High School Association (IHSA) and Benet Academy's and the Diocese of Joliet's rules and policies are observed during all activities and employment.
13. Keep abreast of new information, innovative ideas and techniques.
14. Obtain advance approval of the Athletic Director for all activities and expenditures.
15. Adhere to all of Benet Academy's health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.

16. React to change productively and handle other tasks as assigned.
17. Support the value of an education.

Competencies

1. Excellent organizational, interpersonal, communication & computer skills, necessary
2. Demonstrated ability to work with and relate well to students
3. Excellent sport specific technical, tactical and strategic knowledge.
4. Possess a willingness and ability to support a diverse and inclusive environment.
5. Basic proficiency in excel, word, internet & email capabilities.
6. Prior experience with video & software, helpful.
7. Commitment to the student-athlete, passion for the sport and ability to coach & motivate.
8. The successful candidate for this position will be required to complete a criminal background, Safe Environment Training and required IHSA training.

Supervisory Responsibility

There are no supervisory responsibilities

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be performed away from school. The noise level in the work environment is usually moderate to loud.

Physical Demands

Requires prolonged sitting or standing. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials. May also require stooping, bending, and reaching. Requires some travel. Must work outdoors in various weather conditions. Must work in noisy and crowded environments

Position Type/Hours of Work

This is a seasonal position, typically from August through October. The hours are typically after school and weekends during the season.

Compensation & Benefits

Compensation starts at \$6,263 with 0 years' experience and increases depending on experience. There are no benefits associated with position.

Travel

Required for swimming meets

EEO Statement

Benet Academy is an equal employment opportunity employer, that does not—because of race, color, creed, religion, ancestry, age, sex, marital status, national origin, physical or mental disability or handicap, or veteran status—fail or refuse to hire qualified applicants. Benet Academy reserves the right, however, to determine whether and under what circumstances priority should be given to Catholics for certain employment positions. In addition, for Catholic employees, conformance with religious tenets of the Catholic faith is a condition of employment, and all employees are prohibited from performing, teaching, or advocating any practices or doctrines which are inconsistent with religious tenets of the Catholic faith.

Other duties as assigned

Serves as a positive role model and always supports the teachings of the Roman Catholic Church. Creates a faith-focused learning environment within the department and school and maintains a Catholic culture in his or her department that is emphasized including but not limited to, words, deeds, manner of dress, and actions.

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.