

**Chatham University**  
**Job Description**

**Job Title:** Assistant Women’s and Men’s Swimming Coach

**Position Reports to:** Head Women’s and Men’s Swimming Coach

**Position Summary:**  
You will assist in all aspects of the Chatham University Swimming & Diving Program, which is a member of the NCAA – Division III and the President Athletics Conference (PAC).

- Qualifications:**
- Bachelor’s degree
  - Minimum 2 years coaching experience at the college level (Division III experience as a coach or student-athlete preferred)
  - Excellent leadership and communication skills + outstanding character traits
  - Availability on Nights/Weekends

- Duties and Responsibilities:**
- Assist in planning, organizing, implementing, and following up on recruitment of potential student-athletes
  - Assist in coordinating athletic planning, program development, and assessment of student-athletes’ performance, retention, personal development, and leadership development
  - Assist in supporting campus endeavors and coordinating athletic events to enhance campus community and school pride
  - Assist in ensuring adherence to University, NCAA, and PAC regulations and policies
  - Represent the Women’s and Men’s Swimming & Diving staff at recruiting events and high school/club events

<b>Physical Requirements:</b>	Hear: Continuous	Sit: 40%
	Speak: Continuous	Stand: 25%
	See: Continuous with 20/20 acuity	Walk: 35%
	Stoop/Bend/Kneel/Squat: 10%	Write: 80%
	Use telephone: 50%	Push/Pull: 5%
	Use computer: 40%	
	Reach above shoulders: 5%	
	Fine hand manipulation: 25%	