

Assistant Head Coach/Team Manager (Full-Time)

Elk Valley Dolphins Swim Club | Fernie, BC

Compensation & Benefits

- **Salary:** \$55,000–\$60,000 per year, full-time
- **Mileage:** Reimbursed at the current CRA rate
- **Professional Development:** Support for professional learning opportunities, including coaching certifications, courses, and clinics

About Us

The Elk Valley Dolphins are a growing competitive swim program dedicated to developing strong athletes and a supportive team culture. As Head Coach, Aidan Chudleigh brings 14+ years of international experience and a track record of growth—from 40 members to over 260. We foster a club of inclusiveness, focusing on athlete-first development.

Position Overview

We're seeking a passionate **Assistant Head Coach/Team Manager** to support our Red and Green Pods and contribute to our Silver, Black, and Masters groups. You'll play a key role in hands-on coaching, program design, team administration, and travel coordination for away meets.

Key Responsibilities

Coaching Duties

- Design and implement weekly and seasonal training plans for the Red and Green Pods, ensuring alignment with club goals
- Assist with higher-level training for the Silver, Black, and Masters Pods, both in-pool and at competitions
- Provide on-deck coaching, feedback, and stroke instruction during regular practices
- Attend up to seven away meets per year
- Participate in a weekly catch-up meeting with the Head Coach to review progress, adjust plans, and share feedback

Team Management & Administration

- Serve as the primary point of contact for incoming swimmer registrations and inquiries
- Maintain up-to-date records of club activities and athlete attendance
- Oversee website updates: training schedules, event schedules, meet results, club news, and registration links
- Liaise with hotels and travel providers to arrange group bookings for away meets
- Monitor the team email inbox: triage messages, forward to appropriate coaches, and draft standard replies

Qualifications

- NCCP Level 101 (or equivalent) certification required

- Minimum 2 years' experience coaching competitive swimmers
- Strong organizational and communication skills
- Ability to travel for meets and work flexible hours (early mornings/evenings and weekends)

How to Apply

Please send your résumé and a brief cover letter outlining your coaching philosophy to **headcoach@evdsc.com** with the subject line "Assistant Head Coach Application – [Your Name]".

Applications will be reviewed on a rolling basis until the position is filled.