JOB POSTING

ASSISTANT COACH (PART-TIME)

About Us: Swim Ottawa (SWOTT) is one of Ottawa's largest not-for-profit competitive swim clubs. We are dedicated to leading, developing and promoting positive swimming experiences that set young people up for success in the pool and in life by pursuing athletic excellence and inclusivity within the team and the Club's broader community. Our vision is to be one of Canada's leading swim clubs through strong swimmer performance and positive team character. Learn more about our Club by visiting our website at: https://swimottawa.ca/

With over 140 competitive athletes, 100 pre-competitive swimmers, 25 Para swimmers, and a growing community of varsity returnees, we are building something special—and we are looking for passionate Age Group Coaches to dive in with us.

Job Overview: Swim Ottawa is seeking an exceptional coach with a keen eye for technique and a passion for youth sports. The Assistant Age Group Coach will work closely with the Head Coach as part of a dynamic and supportive coaching team that thrives on collaboration and positive energy. The ideal candidate is comfortable working with athletes across multiple levels and abilities and knows how to build a positive on-deck environment that values both performance and fun. If you are ready to inspire, lead and grow the next generation of competitive swimmers then join our Club!

Reporting to the Head Coach this position can range between 10 – 16 hours/week on average, with the ability to work early mornings, evenings and weekends on a floating and changing schedule. The successful candidate will jump into the program, mid-season and work alongside the coaching team and all training groups.

Key Responsibilities:

- **Coaching**:
  - Learn and foster the development of the Swim Ottawa culture, to build a long-term love of swimming.
  - Learn and uphold key policies that set Swim Ottawa apart from other clubs including the code of conduct and the effective development of a learning culture.
  - Plan and lead age-appropriate practices that reflect the Swim Ottawa and age-appropriate LTAD philosophies that focus on the holistic development of our athletes building mental, emotional and physical abilities.
  - Mentor and motivate swimmers by setting clear expectations, ensuring an inclusive environment and building swimmer accountability.
  - Attend assigned swim meets and manage competition entries through PoolQ.

- Lead the development of both team and individual swimmer goals, provide swimmer evaluations and growth/goal recommendations to each swimmer. Support other coaches and groups as needed.

- **Communication and administration**:
  - Communicate effectively with swimmers, parents and other coaches.
  - Provide weekly information to parents through weekly email updates and answer questions from parents.
  - Collaborate with coaches at monthly meetings, annual Board planning retreat and training sessions.
  - Encourage volunteerism, leadership and participation in fundraising with swimmers and their families.
  - Maintain effective records and documentation.

- **Club related duties**:
  - Pre-Competitive Coordinator, reporting to the Head Coach
  - Assist with planning and hosting the SWOTT 12 & Under meets
  - Fill in for coaching team in multiple roles and multiple groups as needed
  - Build strong, respectful relationships with swimmers, parents and fellow coaches throughout the Club

- Safety and Supervision
  - Follow Safe Sport protocols and foster a water safe environment
  - Learn swimmer specific health concerns and modifications that may be required
  - Learn and promote Swim Ottawa safety practices and policies

Qualifications:

- NLS, CPR & Standard First Aid (current certifications)
- NCCP 101 certified (or on the path to be)
- Clear Vulnerable Sector Check
- Minimum 3 years combined experience in coaching and swimming (bonus if you've worked with a range of ages/abilities)
- Knowledge or experience working with para swimmers is an asset
- Solid knowledge of stroke mechanics and the Canadian age appropriate LTAD model
- Strong communication skills and the ability to cultivate a positive team spirit. Cool under pressure and deals well with conflict.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Microsoft Office savvy (especially Teams and SharePoint)
- Reliable transportation and valid driver's license
- A positive, team-first attitude
- Must be a Resident of Canada

Benefits of working with Swim Ottawa:

Swim Ottawa is an inclusive family family-centred environment providing a positive work experience with benefits including:

- Support to further develop coaching skills and expertise
- A collaborative, flexible work environment.
- Competitive salary commensurate with experience.
- Annual technology allowance.
- Paid time off and holidays.

How to Apply: Send your resume and cover letter, Head Coach Andrea Smith at headcoach@swimottawa.ca. All applications are strictly confidential.

Deadline to Apply: December 19, 2026

Become part of something bigger than just swimming. Help us inspire, compete, and grow—one stroke at a time.

SWIM OTTAWA – Excellence Starts Here.