



Head Coach – Artistic Swimming Job Description

Position: Head Coach

Reports to: Board of Directors

Location: The primary training location is Watermania in Richmond, BC. The club will practice at other locations throughout the Lower Mainland periodically.

Pacific Wave Artistic Swim Club (PWASC):

We are an athlete-focused artistic swimming club with athletes of all levels, from recreational to elite. PWASC is currently seeking an experienced and passionate **Head Coach** to lead our coaching team and athletes. This role is ideal for a leader who thrives in a high-performance environment and is committed to athlete development, competitive excellence, **and growing our recreational programs.**

We are affiliated with our Provincial Sports Organization (PSO), BC Artistic Swimming (BCAS), and our National Sports Organization (NSO), Canada Artistic Swimming (CAS).

Role Overview:

The **Head Coach** is responsible for the overall performance of the club's athletes and teams, with a specific focus on competition preparation, strategy, and leadership. This role involves leading a team of coaches, guiding and supporting athletes, and ensuring peak performance during competitions. The Head Coach will work closely with the Training Systems & Athlete Development Lead to ensure the development of both athletes and the coaching team.

Key Responsibilities:

- **Strategic Vision Development:** Collaborate with the Board of Directors to develop and implement a long-term strategic vision for the club, aligning coaching programs, athlete development, and organizational growth with the club's mission and goals.

- **Team & Training Environment Leadership:** Create and maintain a training environment that promotes discipline, teamwork, and resilience. Foster a positive and supportive club culture where athletes and families feel motivated, confident, and engaged.
- **Coaching Leadership & Development:** Supervise and mentor assistant coaches, guiding them in daily coaching tasks (Ex. Coaching plans) and supporting their professional growth through the Coach Development Pathway. Foster collaboration and open communication across coaching teams. Support team coaches to align training plans and expectations. Provide overall leadership for the coaching team and ensure the club's technical operations run smoothly across all levels.
- **Planning:** Develop an annual program plan and master team schedule, in consultation with other coaches and oversee the programs throughout the year.
- **Competition Strategy:** Plan and implement strategies for provincial and national competitions, including setting performance goals and ensuring athletes are well-prepared.
- **Choreography:** Choreograph and coach routines according to the athletes' level. Teach the necessary techniques while ensuring their understanding and progression
- **Performance Management:** Direct the team's preparation, including skill refinement, strength training, and mental preparation for competition.
- **Collaborate with the Training Systems & Athlete Development Lead:** Work closely with the Training Systems & Athlete Development Lead to ensure the training programs align with overall team goals and long-term athletic development.
- **Athlete and coach recruitment:** Assist with athlete recruitment and lead new coach recruitment programs.
- **Reporting:** Report regularly to the Board of Directors on athlete progress, team development, performance goals, and attend board of directors' meetings per the board of directors request.
- This is a leadership position with full-time responsibilities, including on-deck coaching and program oversight.

Qualifications:

- **Proven Leadership & Management:** Experience leading a club, working with athletes of all levels, and guiding an experienced coaching team, with strong interpersonal and leadership skills.
- **Competition Experience:** At least 5 years of experience leading teams in national competitions, with a proven track record of success.
- **Athlete Performance Focus:** Deep knowledge of competition preparation, athlete motivation, and performance optimization.
- **Strong Communication Skills:** Ability to communicate clearly and effectively with athletes, coaching team, and parents. Skilled in guiding and supporting athletes, mentoring coaching teams, and engaging parents in the athlete development process. Able to mediate, motivate, and maintain a unified direction across all levels of the club. Demonstrates active listening.
- **Coaching Experience:** Extensive coaching experience, ideally at a high-performance level.
- **Sports Psychology Knowledge:** Understanding of the mental aspects of competition and how to guide athletes to peak mental performance.
- **Decisive Leadership:** Strong decision-making skills, especially in high-pressure situations such as competitions.
- **Certifications:** Competition Development Certified (or equivalent) and compliance with BCAS and CAS requirements.

Unique Aspects of the Role:

- **Sports development:** Highly committed to developing the club's foundations, supporting recreational programs, and athlete recruitment through the AquaGo program.
- **Competition-Centered:** The Head Coach is accountable for the Club's success and is actively involved in daily training oversight, performance management, and competition readiness.
- **Team Management:** Lead the coaching team and athletes, ensuring everyone works together toward the same goals.



Other Requirements:

- Previous experience coaching athletes in the 12–18 age group and high-performance pathways.
- A commitment to working with athletes of all levels, from recreational to elite.
- Ability to work flexible hours, including evenings, weekends, and travel for competitions.
- Fluent in English; additional languages are an asset.

Compensation:

Competitive salary commensurate with experience. Professional development support, travel allowances, and other benefits included.

Application Process:

Please send your resume, cover letter, a copy of your NCCP coach dashboard, and any relevant certifications to president@pwasc.ca with the subject line: "Head Coach Application – [Your Name]". Applications will be reviewed on a rolling basis until the position is filled.