



KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670

www.jccotp.org

JOB TITLE: Assistant Swim Coach

SUPERVISOR: Kathleen Costantini, Aquatics Director

STATUS: Part time, hourly

If you are interested in being part of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team. The Kaplen JCC on the Palisades is seeking a dedicated professional to join our aquatics team. If you're ready to help people live healthier lives by building water comfort, being an integral part of our swimming team leadership, and creating a fun and engaging atmosphere for all who enjoy our pools, we invite you to apply!

KAPLEN JCC ON THE PALISADES

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition, and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

POSITION OVERVIEW

As a valued member of the Aquatics Team, the Assistant Swim Team Coach is committed to advancing the mission and vision of the JCC while helping lead the growth and success of the Waverunners Swim Team. This role supports the development of competitive swimmers through safe, structured training, positive coaching, and strong collaboration with the Head Coach and fellow coaching staff.

The Assistant Swim Team Coach plays an integral role in athlete development, team culture, and daily operations, ensuring a supportive, inclusive, and motivating environment for swimmers ages 5–18.

RESPONSIBILITIES AND OPPORTUNITIES

Coaching & Athlete Development

- Co-lead the Waverunners competitive swim team and pre-swim team program for athletes ages 5–18.
- Be actively present on deck during practices, supervising training groups and delivering effective, age-appropriate coaching.
- Foster skill development, sportsmanship, confidence, and a lifelong love of the sport.
- Promote a positive, inclusive, and team-oriented culture that aligns with JCC values.

Program Operations & Meet Support

- Share responsibility for day-to-day swim team operations, including meet preparation, logistics, and administrative tasks, in collaboration with the Head Coach.
- Attend and coach at all dual meets, league championships, and assigned USA Swimming meets.
- Assist with swim team tryouts, time trials, and placement of swimmers by competitive level.
- Create and maintain team rosters based on registration and performance considerations.
- Support individual and team meet entries using Team Manager and Meet Manager software.

Communication & Team Leadership

- Communicate professionally and effectively with parents regarding swimmer progress, program expectations, and team policies.
- Support, supervise, and mentor assistant coaching staff in collaboration with the Head Coach.
- Assist in organizing and attending parent meetings and the post-season awards ceremony.

Seasonal & Additional Responsibilities

- Coach spring and summer swim clinics as needed.
- Support program initiatives that enhance swimmer development and engagement.

Schedule & Time Commitment

- Practices run Monday–Thursday, with meets on select Saturdays and Sundays throughout the season.
- Commitment of approximately 20–25 hours per week during the September–March season and 10–15 hours per week during the spring and summer season.

QUALIFICATIONS & SPECIALIZED SKILLS

- Minimum of **3 years of swim coaching experience** required.
- Strong passion for swimming and youth athlete development.
- Demonstrated ability to lead, collaborate, and contribute positively within a shared coaching structure.

- Excellent communication, organizational, and interpersonal skills.
- Ability to motivate athletes while maintaining high standards of safety and sportsmanship.
- **Current American Red Cross Lifeguard, First Aid, CPR/AED certification required.**
- **Safety Training for Swim Coaches certification required.**
- Experience with Team Manager and Meet Manager preferred.
- USA Swimming coaching experience preferred.

SALARY RANGE: \$25 per hour

BENEFITS

This job description is not intended to be all-inclusive, and the **Assistant Swim Coach** will also perform other reasonably related business duties as assigned by its supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about these roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

To Apply: Please send cover letter and resume to Kathleen Costantini at:
kcostantini@jccotp.org