

Job Description: Head Swim Coach – Dunn Loring Swim Club

Position Title: Head Swim Coach

Organization: Dunn Loring Swim Club

Location: 8326 Cottage Street, Vienna, VA. 22180

Compensation: To Be Determined

About Dunn Loring Swim Club

Dunn Loring Swim Club is a member-owned swim club located in Vienna, Virginia. Our Club consists of 625 families from the greater Vienna area and operates from Memorial Day to Lab Day each summer. The Club offers swim and dive teams, a cornhole league, and many social activities throughout the summer season. The mission of Dunn Loring Swim Club is to provide a safe environment to build community and have fun.

Dunn Loring is currently seeking a motivated, enthusiastic, and experienced Head Swim Coach to lead our summer swim team program. The Club currently is in Division 7 of the Northern Virginia Swim League (NVSL) and has approximately 120 swimmers each summer.

Position Overview:

The Head Swim Coach will be responsible for all aspects of the team's swim program, including training, meet preparation, and coaching athletes of various skill levels. This role will involve working closely with assistant coaches, parents, and other volunteers to create a positive, fun, and supportive environment for all swimmers. The swim coach will be responsible for ensuring the program is integrated into the broader Dunn Loring community.

As the Head Coach, you will be tasked with ensuring the smooth operation of the swim program, facilitating daily practice sessions, and maintaining high standards of safety and performance. The ideal candidate will possess strong leadership abilities, a passion for coaching, and a deep understanding of competitive swimming in the NVSL and USA Swimming environment. Head coach should be a certified pool operator and will be the primary point of contact for all matters related to the swim team.

Dunn Loring also runs an optional winter swim program for its members. The board is open to exploring ways in which the head coach can run this program in the offseason.

This position reports directly into the board of directors of the Dunn Loring Swim Club.

Key Responsibilities:

The following description is a guide to key responsibilities; this is not an exhaustive list of responsibilities and head coach should expect that other responsibilities may arise as needs evolve.

- **Coaching & Training:**

- Plan and conduct daily practices, providing both technical instruction and motivational support.
- Develop and implement training plans to ensure swimmers improve their skills, endurance, and overall performance.
- Provide feedback to swimmers on their technique, form, and strategy.
- Tailor practices to accommodate swimmers of all skill levels.
- Lead swimmers during NVSL A and B meets, divisional meets, relays and other scheduled NVSL competitions.
- Assist with organizing team building events.

- **Meet Preparation & Execution:**

- Organize team participation in NVSL swim meets, ensuring athletes are properly prepared.
- Create meet line-ups and relay teams to maximize individual and team performance.
- Ensure swimmers adhere to team guidelines and rules during meets and practices.

- **Team Management & Communication:**

- Maintain regular communication with swimmers, parents, and assistant coaches regarding team schedules, goals, and expectations.
- Foster a positive, inclusive team culture where swimmers of all levels feel valued and motivated.
- Attend team events and parent meetings as required.
- Collaborate with assistant coaches to ensure a cohesive coaching strategy.

- **Pool Operations & Safety:**

- Ensure the safety and well-being of all swimmers during practice sessions and meets.
 - Oversee pool operations, ensuring proper maintenance, cleanliness, and adherence to safety protocols.
 - Enforce all team and pool safety guidelines, including proper warm-up and cool-down routines.
 - Monitor and supervise swimmers' health and conditioning to prevent injury.
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Required Qualifications:

- **Certification & Experience:**

- Current USA Swimming Coach Certification (Level 1 or higher) required.
- Lifeguard, CPR/AED, and First Aid certifications (from qualified provider such as American Red Cross)
- Pool Operator Certification
- NVSL SafeSport and Concussion Training
- Previous coaching experience at the competitive level.

Note: Dunn Loring Swim Club will reimburse head coach for the costs of obtaining any certifications they do not currently hold.

- **Skills & Knowledge:**

- Strong understanding of competitive swimming techniques, race strategies, and training methodologies.
- Ability to work with swimmers of all ages and abilities.
- Knowledge of NVSL swim league rules and regulations.
- Familiarity with swim team logistics, meet operations, and swimmer development.
- Excellent leadership, communication, and interpersonal skills.

- **Other Requirements:**

- Head coach is expected to coordinate and attend weekday practices at Dunn Loring Swim Club. Head Coach is also expected to attend all A and B meets, divisional relays, divisional meet, and any other scheduled NVSL meets.
 - Coordinate with Dunn Loring Swim Club supervisor to ensure as needed on practice schedule, equipment needs, and any other needs that may arise.
 - Ability to work outdoors for extended periods and in various conditions.
 - Ability to demonstrate swimming techniques, and lead swimmers in and out of the water.
 - Strong organizational skills and the ability to manage multiple tasks simultaneously.
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Preferred Qualifications:

- Experience coaching or working with age-group swimmers.
 - Knowledge of NVSL and USA Swimming programs and structure.
 - Familiarity with swim team software tools (SwimTopia).
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How to Apply:

Interested applicants should submit a resume, a cover letter detailing their coaching experience, and at least two professional references to board@dlsc.net. Applications are being accepted until February 15, 2026.

For additional information, please contact board@dlsc.net.