



Welcome to Yellowknife – Where Adventure Meets Opportunity

Nestled on the northern shore of Great Slave Lake, Yellowknife is a vibrant and unique capital city that offers an extraordinary lifestyle for those with a passion for sport, community, and the great outdoors. As the heart of the Northwest Territories, Yellowknife blends modern amenities with breathtaking natural beauty — from shimmering lakes and boreal forests to the world-famous aurora borealis dancing overhead.

For a professional swim coach, Yellowknife offers more than just a job — it's a chance to make a meaningful impact in a close-knit community that values youth development, athletic excellence, and inclusive sport. The newly opened Yellowknife Aquatic Centre features an eight-lane 25-m competition pool, state-of-the-art facilities, and a supportive environment for both athletes and coaches to thrive.

Whether you're paddling under the midnight sun, exploring local trails, or leading the next generation of competitive swimmers, Yellowknife is a place where your career and lifestyle can flourish together.

Job Title: Head Coach

Job Summary

The Yellowknife Polar Bear Swim Club (YKPB) currently supports approximately 90 swimmers, participates in 4–6 travel swim meets annually, and hosts 2–3 home meets. Polar Bear Swim Club is a competitive organization with swimmers having attained qualifying times for provincial standards, Festival entry and the 2025 Canada Summer Games. The club maintains a strong partnership with the City of Yellowknife and recently transitioned to the new Yellowknife Aquatic Centre, featuring an eight-lane pool and modern, accessible amenities.

The Head Coach is responsible for leading all club activities to ensure inclusive, safe, enjoyable, and productive experiences for competitive youth swimmers. This includes developing and instructing the fundamentals of competitive swimming, fostering a positive and encouraging team environment, and providing effective leadership to coaches and swimmers during training and competition.

The Head Coach oversees all aspects of swim team development, including recruitment, administration, and supervision of coaches and swimmers across all age groups and skill levels. The ideal candidate is technically proficient, highly organized, an effective communicator, and a strategic leader capable of implementing long-term development plans.

Salary

This position includes a salary of \$65,000. Hours of work are anticipated to be 30-35 hours weekly.

Qualifications and Experience

- 3–5 years of coaching experience in a competitive swim environment, including athlete, coach, and volunteer development
- NCCP Level 2 is a preferred minimum level of certification
- Recent completion and continued interest in safe sport program learning and implementation
- Experience with dryland training and nutrition is an asset
- Experience working within a board-approved budget
- Must be legally eligible to work in Canada (citizen, permanent resident, or valid work permit)
- Must provide a current criminal record check, including vulnerable sector screening

Skills

- Strong leadership and team management abilities
- Excellent technical knowledge of stroke techniques and racing strategies
- Outstanding organizational, time management, and interpersonal skills
- Effective oral and written communication skills
- Demonstrated maturity, reliability, and ethical conduct

Key Responsibilities

1. Program Development and Delivery

- Design and implement a competitive swim program for the regular season (September to June)
- Plan and schedule training for all levels, from entry-level swimmers (50m unassisted) to senior youth (up to 18 years old)
- Collaborate with assistant coaches and the Board of Directors to align on program goals
- Coordinate with NWT Swimming to ensure shared development goals
- Ensure compliance with Swim Canada, Swim Alberta, and YKPB policies
- Maintain accurate team rosters, meet entries, and results using current team software

2. Coaching Staff Leadership

- Recruit, train, and mentor a team of adult and junior coaches
- Manage coach scheduling, performance evaluations, and disciplinary matters as needed
- Identify and support coach education and training opportunities, including funding requests

3. Financial and Administrative Duties

- Attend Board meetings and participate in sub-committees as required
- Collaborate with the Board to develop and maintain a strategic plan for club growth
- Manage approved budgets for team travel, coach expenses, and grant disbursements
- Promote the YKPB to Swim Canada and other clubs to increase home meet participation and revenue

4. General Duties

- Prioritize the safety of swimmers and coaches at all times
- Act as a role model and mentor for swimmers and coaching staff
- Handle confidential information with discretion and in accordance with club policies
- Address disputes in accordance with the Code of Conduct and Discipline Policy
- Organize training sessions for coaches, swimmers, and parents on topics such as safe sport, anti-bullying, and officiating

Working Conditions

Scheduling

- Early morning, evening, and weekend work required
- Must be available for flexible hours and travel for swim meets and professional development

Physical Requirements

- Adequate visual and auditory ability to respond to critical incidents
- Physical capability to lead activities
- Ability to stand, walk, sit, stoop, kneel, crouch, and lift up to 50 pounds
- Work primarily in an indoor aquatic environment with wet/slippery surfaces and potential exposure to pool chemicals and inclement weather

Additional Information

- This position involves supervisory and disciplinary responsibilities over minors
- The primary language of operation is English; fluency in spoken and written English is required
- This job description is not exhaustive. The Head Coach reports to the Club President or alternate and may be assigned additional duties by the Board of Directors. Job descriptions are reviewed periodically and may be revised as needed. This document does not constitute a contract of employment.

Contact—Joel Gowman—Club President— joelgowman@me.com

Application Deadline— June 25, 2025 or until filled