



Human Resources Committee Meeting Minutes December 7, 2023

Human Resources Committee

Jay Bemke, Chairperson

Jake Cattanach, Vice Chairperson

Patrick Delaney

The Human Resources Committee held a meeting on Thursday December 7, 2023, at 4:15 p.m. in the Council Chambers at City Hall, 444 W. Grand Ave. Alderpersons Bemke and Cattanach were present. Also, present were Alderpersons Polach and Rayome, Recreation Supervisor Dawn Desorcy and HR Manager Hartman.

Agenda

1. Call to order

Chairperson Bemke called the meeting to order at 4:17 p.m.

2. Discuss and consider for approval the creation of two Assistant Swim Coach positions within the Parks and Recreation Department.

Motion by Cattanach seconded by Bemke to approve the Swim Team positions as presented, including a Swim Coach and two Assistant Swim Coaches, at the pay rates and job responsibilities as outlined. Motion carried 2-0.

3. HR Update

Discussion took place. No action taken.

4. Adjournment

Motion by Bemke, seconded by Cattanach to adjourn. Motion carried 2-0. The meeting adjourned at 4:29 p.m.

The City of Wisconsin Rapids Job Description

Position Title: Swimming Coach/Assistant Coach

Department: Parks & Recreation Department

Date: December 7, 2023

Position Summary:

The swimming coach's responsibilities include analyzing swim techniques and determining skill levels, developing individualized swimming programs, educating swimmers on various techniques and styles, and overseeing training. The coach will also recruit new talent and prepare swimmers for meets. Must be reliable and trustworthy.

Primary Essential Duties:

- Developing and implementing training programs that focus on improving technique, stroke placement, speed, and style.
- Teaching new swimming styles or strokes.
- Educating swimmers on water safety.
- Using a range of activities to improve water confidence.
- Setting training goals and objectives for teams as well as individual swimmers.
- Teaching and perfecting skills like starts, flip turns, kicks, body rolls, floating, and breath control.
- Ensuring the pool or training area is clean, well-maintained, and free of hazards.
- Assume role of Swim Coach when Swim Coach is unavailable at meets.

Qualifications:

- High school diploma.
- Must be 18 years of age.
- Completed courses in swimming instruction may be required.
- Relevant license or certification may be required.
- First-aid training recommended.
- Excellent lifesaving skills.
- Ability to determine swimming level and analyze techniques.
- Strong organizational and management skills.
- Strong communication and interpersonal skills.