



## **JOB OPENING**

**POSITION:** AquaDragons Coordinator (Part Time)  
**REPORTS TO:** JIS Academy and Community Sports Coordinator  
**JOB OPENING:** 11 October – 31 December 2022

### **PURPOSE:**

Under the supervision of the JIS Academy and Community Sports Coordinator, the AquaDragons Coordinator is responsible for managing the AquaDragons Program.

### **QUALIFICATIONS**

1. Bachelor's degree
2. Minimum of 3 years' experience in a similar area
3. Demonstrated fluency in written and spoken English
4. Demonstrated experience using Microsoft Office (Word, Excel, and PowerPoint) and Google apps (Docs, Sheets, Forms, Slides etc)
5. Helpful, cooperative, eager to communicate and problem-solve
6. Demonstrated ability to work collaboratively with others of various cultural backgrounds
7. Demonstrated experience and comfort level with children and adolescents, especially in instructional settings
8. Helps maintain a positive and friendly working atmosphere with others
9. Demonstrated ability to identify, manage, and initiate projects without direct supervision
10. Highly Organized
11. A clear commitment to Child Safeguarding, safety, service learning and environmental stewardship

### **DUTIES AND RESPONSIBILITIES**

#### **Scheduling, Staffing & Supervision**

- Working hours at JIS, Monday - Friday, 1:30 PM - 7:00 PM and weekends when required.
- Create a preliminary swimming training schedule.
- Contact parents who had children in AquaDragons previously to see if they want to re-enroll in AquaDragons. Create swimming rosters of returning swimmers.
- Develop a swimming assessment schedule and swimming assessment process for all new swimmers (and returners as needed).
- Finalize the swimming training schedule based on new and returning swimmers.
- Create a special event swimming schedule for all three campuses. Share this information with the JIS Academy and Community Sports Coordinator for approval.
- Create, design and manage special events such as:
  - a. PEP Relay.
  - b. Dragon Dash (internal competition), twice per semester.
  - c. Invitational Meet, three times per year. This meet takes place at JIS and involves swimmers from other schools.
  - d. Help coordinate, manage and support swimming events that support JIS's commitment to service learning. Collaborate with JIS's Service Learning Coordinator.
  - e. Organizing awards celebrations
- Share JIS swimming event calendars to swimming federations (PRSI) to avoid scheduling conflicts.
- Invite swimming clubs to attend special AquaDragon events
- Liaise with Risk Management to ensure all visitors can access the campus.
- Staff the swimming schedule with coaches and lifeguards. Ensure all staffing is in line with the school's safety policies and follows documented teacher to student and lifeguard to student ratios.



- Supervise and manage AquaDragon coaches and lifeguards.
- Give pre-season coaching clinics prior to the start of each semester.
- Make sure all coaches and Aquadragon lifeguards have up to date training in the following areas:
  - first aid training,
  - a. child safeguarding training
  - b. aquatic rescue training,
  - c. coaches certification
- Review coaches performance every semester
- Supervise the assessment of new and continuing swimmers to ensure correct level of placement.
- Creating progress reports for AquaDragons swimmers.
- Keep track of the number of hours all coaches and lifeguards are working and submit information to the JIS Academy and Community Sport coordinator so that they can be paid on time.

#### Communication

- Monitor, manage and maintain the AquaDragons email account as well as the AquaDragons shared google drive. Ensure all emails are responded to within 24 hrs of receipt.
- Communicate with parents, coaches and JIS Academy and Community Sports Coordinator regarding all AquaDragon matters (assessment, training schedule etc).
- Create and present informational sessions to the AquaDragons parents. The presentation should cover swimming guidelines to comply with the rules of JIS, a summary of the semester, and by the end of the presentation answer questions about the program.
- Maintain and update the AquaDragon Team Unify (TU) website. Including:
  - a. Swimmer database and profiles.
  - b. Meet Mobile
  - c. All schedules
  - d. Meet results
- Maintain the Team Manager account, Meet Manager, and apps related to swimming competitions and special events.

#### Budgeting, Facilities Maintenance & Safety

- Collaborate with JIS Academy and Community sports to ensure fixed and variable costs are covered when prices are established.
- Liaise with the Risk Management and Facilities department to maintain equipment at all three pools.
- Communicate with JIS Academy and Community Sport regarding the replacement of equipment.
- Ensure adherence and compliance to all health and safety regulations as established by the school.
- Identify any safety concerns related to teaching practice, facilities or materials.
- Perform any other related duties and assume any other responsibilities as assigned by the JIS Academy and Community Sports Coordinator.

#### TO APPLY

Interested qualified candidates, please send resume and professional references to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id)