

EAGLES/EDGE

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Pool Coordinator

Seasonal Position

Camp Chris / Exploration Camps / Sports Camps & Clinics

EAGLES/EDGE is the auxiliary program department of St. John's Prep in Danvers, MA. St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust and zeal, we educate students to be, do and stand for good in the world. Students come from more than 90 communities.

Position Purpose:

The Pool Coordinator is a seasonal position, and is an essential role in our Summer Programs Management Team. This position is responsible for providing leadership for lifeguard staff, organization of pool schedules, and effective management of space. They will serve as part of a dynamic leadership team that drives planning for the summer and delivery of a high quality summer aquatics experience. This position reports to the Aquatics Director and/or the Director of Auxiliary Programs.

Why Work at EAGLES/EDGE?

- Become a camp superhero!
- Build valuable transferable skills.
- Develop a demonstrated history of supervision.
- Competitive, scaled, salary based on experience.

Essential Job Functions:

- Follow employee expectations as outlined in the [EE Handbook](#).
- Ensure compliance with the State of Massachusetts regulatory standards ([105 CMR 430.000](#)).
- Assess, enhance, and, where appropriate, expand aquatic offerings that align with the School's mission and meet the physical, emotional, intellectual, and social needs of campers.
- Assist in the planning and preparation for all aspects of the summer aquatics, which includes: staff and camper recruitment, staff training, delivery of programs.
- Works as a team with the Aquatics Director and upper leadership to supervise lifeguards and counselors while on pool deck.
- Ensure compliance with the State of Massachusetts regulatory standards ([105 CMR 435.00](#)).

- Each pool coordinator is assigned an area of responsibility (indoor or outdoor pool) and a set of direct reports- to be determined closer to the opening of the summer programs.
- Daily management of program delivery, incident/behavior support and all critical pieces of camp day.
- Part of the team that delivers staff development content in staff training and during in-service training each week (day TBC)
- Collaborate with the Aquatics Director and Director of Summer Programs on staff evaluations and goal setting to continue to assess staff and throughout the summertime.
- Test and monitor water quality, report any issues to Aquatics Director and Facilities Department
- Works 8:30AM - 4:30PM, with a 30 minute on campus break.

Other Job Duties:

Attendance at staff training and staff meetings is mandatory. Depending on the age group or specific area of camp, corollary responsibilities may exist for equipment management and/or travel or camper extended day programs.

Qualifications:

Experience working in a fast paced office environment, and at least 1 year working with children and prior experience supervising staff. Preference for candidates with extensive camp or large program experience.

Certifications:

- American Red Cross Lifeguard/CPR/AED/First Aid - required
- Water Safety Instructor - preferred but not required
- Certified Pool Operator - preferred but not required

Physical Aspects of the Job:

EAGLES/EDGE is set on a 175-acre rolling campus with 2 pools and seven fields. Candidates must be able to follow the camper schedule on foot each day, be able to lift up to 30 pounds, participate in games and activities, and maintain a healthy presence during the long outdoor camp day.

Interested candidates are asked to send a cover letter and résumé to Tracii Schaeublin at tschaeublin@stjohnsprep.org

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St. John's Preparatory School, 72 Spring Street Danvers, Massachusetts 01923