



Hangzhou International School Job Description

Title: Assistant Aquatics Coordinator

Scale: Determined by the Board upon recommendation of the Superintendent of Schools

Position Summary:

The Assistant Aquatics Coordinator acts as a swim instructor, coach and pool manager. Responsibilities will include working closely with the Aquatics Coordinator and/or Director of Athletics and Activities in the following: (a) Assisting in the planning and overseeing of the School's aquatics programs and services. (b) Ensuring the quality and related safety of the programs (before, during and after school). (c) Acting as the assistant lead HIS Swim Instructor by administering, supervising and promoting the HIS swimming program, as well as training staff in swimming instruction, and taking on all responsibilities of the Aquatics Coordinator in his/her absence. (d) Assisting with and supervising the day-to-day operations of the pool facility, staff, supplies and equipment.

Reports to: Aquatics Coordinator

Qualifications:

- Valid Physical Education degree and/or aquatics certification.
- Must be certified as a Water Safety Instructor or equivalent.
- Must have previous experience in a management or supervisory position at a similar aquatic center. - Must have current certification in standard first aid or equivalent.
- Must have current certification in American Red Cross, C.P.R. or equivalent.
- Must have lifeguard certification.
- Strong team player who has excellent interpersonal, management and leadership skills.

Partial Listing of Duties and Responsibilities:

- Delivery of PE Curriculum, Athletic Program/After School Activities and Swim Team.
- Coordinate the development, implementation and evaluation of an HIS EY-12 curricular swimming program.
- Support the creation of the curricular swimming schedule, in cooperation with the EY-12 Physical Education Department.
- Take responsibility for all swim programs conducted at HIS whether instructional or recreational, utilizing volunteer teachers and parents to assist in all programs.
- Take responsibility as delegated for writing policies and procedures that relate to the swimming pool and the swimming program (emergency procedures and drills, safety related policies).
- Swim Instructor - Conduct swim team practices in a safe and friendly environment.
- Assist in the registration, administration and conduct of swimming meets.
- Promote swim team participation.
- Respond quickly to all emergency situations.
- Administers any first aid needed by the victim of an accident.
- Observes and enforces all rules and regulations of the facility.
- Training the P.E. staff in swimming instruction and any other licensed safety program.
- Take responsibility for the scheduling, promotion and safety of all aquatic programs and services.
- Coordinate the assessment of demand for and feasibility of open swim times and non-instructional aquatic programs
- Assist the Administration in determining and communicating the vision and goals of the Aquatics Department to the HIS community.
- Oversee the overall scheduling of all aquatic program and services, in cooperation with departments/colleagues.
- Take responsibility as delegated for budget development and purchasing related to all aquatic programs and services.
- Take responsibility as delegated for in-service training for faculty, swimming instructors/aides, lifeguards as necessary.
- Take responsibility for the supervision of day-to-day operations of the swimming pool including monitoring the maintenance, security and safety of the overall pool environment.
- Take responsibility as delegated for the opening and closing of the swimming pool.
- Responsible for the supervision of lifeguards and other staff working in the swimming pool.
- Set and oversee safety standards for all events in the swimming pool.
- Other ongoing duties as assigned.

HIS BELIEVES: That each employee makes a significant contribution to our success, - That contribution should not be limited to the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or HIS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.