

POSITION: Aquatics Program Assistant  
REPORTS TO: Aquatics Coordinator  
CAMPUS: Cilandak/Aquatics Office

#### PURPOSE

Under the supervision of the Aquatics Coordinator, the Aquatics Program Assistant is responsible for helping manage both the Curricular and Co-Curricular Swimming Programs.

#### QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

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

#### DUTIES AND RESPONSIBILITIES

##### Scheduling and Program Management

- Develop and update program-wide swimming schedules in collaboration with the Aquatics Coordinator.
- Serve as a liaison to ensure parents are informed about programming, schedules, and philosophy.
- Assist swimming instructors in organizing and managing data tracking, assessment databases, and tracking of student level.
- Develop a special co-curricular event swimming schedule for all three campuses and share it with the JIS Academy and Community Sports (JACS) Coordinator for approval.
- Oversee all calendars and schedules, including Google Calendars and Lifeguard Schedules, as requested by the Aquatics Coordinator.
- Plan, design, and manage special events such as Friday Night Lights, Dragon Dash internal competition, and Invitational Meets.
- Help coordinate, manage, and support swimming events that align with JIS's commitment to service learning.
- Organize awards celebrations.
- Share JIS swimming event calendars with swimming federations (PRSI) to avoid scheduling conflicts and invite swimming clubs to participate in events.
- Work with Risk Management to ensure visitors can access the campus.
- Assist the Aquatics Coordinator in ensuring that all staffing aligns with the school's safety policies, including documented teacher-to-student and lifeguard-to-student ratios.
- Ensure all coaches and lifeguards have up-to-date training in first aid, child safeguarding, aquatic rescue, and coaching certification.
- Create progress reports for swimmers.
- Monitor and track the hours of all coaching and lifeguarding staff.
- As part of the Athletics Team, collaborate with other teams in school-wide events at JIS.

Communication

- Monitor and maintain the JIS Aquatics email account and the AquaDragons Google Drive, ensuring emails are answered within 24 hours.
- Inform parents and coaches about all co-curricular matters, including assessments and training schedules.
- Assist the Aquatics Coordinator and coaches in organizing informational sessions for parents.
- Update the Team Unify (TU) website, including the swimmer database, profiles, meet schedules, and results.
- Maintain the Team Manager and Meet Manager accounts and other apps related to swimming competitions and events.
- Ensure all records are accurately managed and up-to-date.

Budgeting, Facilities Maintenance, and Safety Responsibilities

- Work with JIS Academy and JIS Business Office to ensure all costs are covered when setting prices.
- Coordinate with the Risk Management and Facilities Office to maintain equipment at CIL, PIE, and PEL pools.
- Comply with all JIS health and safety regulations.
- Identify and report any safety concerns related to teaching practices, facilities, or materials.
- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
- Perform other related duties and assume responsibilities as assigned by the Aquatics Coordinator, SW Athletics Coordinator, including participation in class/school activities or events, and attendance at workshops/courses organized by JIS.

TO APPLY

Interested candidates should apply directly by email to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id).

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

## **Safe Recruitment Statement**

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

### **Our recruitment process includes:**

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

### **Child Safeguarding Policy**

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.