

AQUATICS CO-ORDINATOR JOB DESCRIPTION

LOCATION	NACIS Shanghai
JOB PURPOSE	Oversees the day-to-day operation, maintenance, and administration of the NACIS Shanghai aquatic facility. Develops, plan and implements curriculum and after-school aquatic programs. Ensures that all appropriate water health and safety standards are maintained.
REPORTING TO	Head of PE & Sport
OTHER KEY RELATIONSHIP	Director of Extended Learning, Swim Coaches

KEY RESULT AREA	
Engagement and Interaction – School Ambassador to Internal Community	
<ul style="list-style-type: none"> ▪ Administer and conduct swimming meets. ▪ Promote swim team participation. ▪ Coordinate the assessment of demand for and feasibility of open swim times and non-instructional aquatic programs ▪ Take responsibility for the scheduling, promotion and safety of all aquatic programs and services. ▪ Oversee the overall scheduling of all aquatic program and services, in cooperation with departments/colleagues. ▪ Take responsibility for the opening and closing of the swimming pool. ▪ Assist the Administration in determining and communicating the vision and goals of the Aquatics Department to the NACIS Shanghai community. 	
Learning and Teaching	
<ul style="list-style-type: none"> • Assist with the coordination, development, application, and evaluation of NACIS Shanghai swim program including the primary/secondary curricular swimming programs. • Teach high quality swimming lessons, using relevant pedagogical strategies • Support and monitor the development of other swim coaches • Swim Instructor - Conduct swim team practices in a safe and friendly environment. • Training the P.E. staff in swimming instruction. • Respond quickly to all emergency situations. • Set and oversee safety standards for all events in the swimming pool. • Other ongoing duties as assigned. • Administer any first aid needed due to any accident and follows NACIS Shanghai procedure for follow-up. Note the school employs qualified nursing staff. 	
Planning and Preparation	
<ul style="list-style-type: none"> ▪ Core Curriculum and Athletic Program/After School Activities. ▪ Coordinate the development, implementation and evaluation of NACIS Shanghai Grade 1-12 curricular swimming program. ▪ Create the curricular swimming schedule, in cooperation with the Grade 1-12 Physical Education Department. 	

- Take responsibility for all swim programs conducted at NACIS Shanghai whether instructional or recreational, utilizing volunteer teachers to assist in all programs.
- Take responsibility for writing policies and procedures that relate to the swimming pool and the swimming program (emergency procedures and drills, safety related policies).
- 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.
- Able to oversee the use of Meet Manager and co-ordinate with the events department hosting large scale meets (500 swimmers)

Professional and Personal Development

- Take responsibility for in-service training for faculty, swimming instructors/aides, lifeguards as necessary.

PERSONAL SPECIFICATIONS

Skills Knowledge and Experience

- | | |
|--|-----------|
| Valid Physical Education/Aquatics degree and teaching certification. | Essential |
| Be certified as an Aquatic Instructor with basic lifeguard qualifications or equivalent from home country or place of record | Essential |
| At least two years related experience and aquatics background essential | Essential |
| Be certified as a Water Safety Instructor or equivalent. | Essential |
| Have previous experience in a management or supervisory position at a similar aquatic centre. | Desirable |
| Have current certification in American Red Cross, C.P.R. or equivalent. | Desirable |
| Team player that has exceptional leadership, management, and interpersonal, skills. | Desirable |
| Demonstrate the ability to work independently and proactively in a leadership role | Essential |
| Experience within an international school setting | Desirable |

Personal Attributes

- | | |
|---|-----------|
| High levels of personal integrity | Essential |
| Conscientious and able to focus on completing work to a consistently high standard | Essential |
| Flexible and positive approach to work | Essential |
| Excellent organisational and time-management skills; high attention to detail | Essential |
| Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved | Essential |
| Adaptable to working in a fast paced ever changing environment | Essential |
| Ability to work under pressure and remain calm | Essential |
| Proactive and willingness to take on multiple tasks | Essential |
| Self-motivated and enthusiastic | Essential |
| Ability to work independently and as part of a team | Essential |
| Continually strive for improvement | Essential |

Other

- | | |
|--|-----------|
| Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK. | Essential |
| Compliance with visa requirements for working in China. | Essential |
| A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required | Essential |