



## **ASCTA Jobs Board – Position Listing**

*Please Note that the Australian Swimming Coaches and Teachers Association endorses the employment of professional, competent and qualified individuals only. Employers should insist that applicants are current members of ASCTA, and have a valid Working with Children Check.*

### **Position Title**

Aquatics Director

### **Employer**

British International School Phuket

### **Notice Date**

11/11/2016

### **Salary Range**

Dependant on experience and qualifications

### **Location**

Phuket Thailand

### **Information**

The Aquatics director shall be responsible for overseeing the day to day running of squads within the flying fish program. They will also need to oversee the learn to swim program and liase with the school PE staff and High performance coaches as to be able to determine a Clear pathway to be in line with the long term athlete development model

### **Closing Date**

30/11/2016

### **Apply To**

[http:// www.bisphuket.ac.th/academic-vacancies/](http://www.bisphuket.ac.th/academic-vacancies/)

## **Aquatics Director**

### **Job Description**

Full time Position: Salary Scale Dependent on Qualifications

### **Information:**

British International School, Phuket (BISP), is an English medium, co-educational, day and boarding school that was established in 1996 in the heart of Phuket, Thailand. Its purpose-built 44 acre campus includes high quality boarding accommodation and provides world-class facilities that enable students to excel in sports and the expressive arts, as well as in their studies. The student population consists of some 870 day and boarding students with over 45 different nationalities represented. The majority of the student body (more than 60%) are foreign nationals. The sports facilities are exceptional, with two swimming pools (one of Olympic size) as well as eleven football pitches, 6 tennis courts and indoor sports facilities.

BISP has an outstanding swim program which has approximately 400 swimmers including babies and toddlers, learn-to-swim, competitive swimming (including a High Performance Team) and a very successful Masters (Adult) program.

### **Position Outline**

The Head of Aquatics acts as a swimming coach, swim teacher and pool manager. Responsibilities will include:

1. Overseeing the School's aquatics programs and services.
2. Supervising the daily operations of the BISP pool facilities, staff, supplies, and equipment
3. Ensuring the quality and related safety of the programs (before, during, and after school).
4. Administering, supervising and promoting the BISP Flying Fish swimming program.
5. Administer and conduct swimming meets.
6. Communication with the BISP Swim Team, School staff and community

### **Reports to:**

Athletics Director:

Liaises closely with High Performance Swim Team for a broad overview of the swim program

### **Key Qualifications/Experience:**

- Valid Aquatics Programming Physical Education degree and/or Swimming Teaching Certification.
- Must be certified as an Aquatic Teacher with basic lifeguard qualifications or equivalent from home country or place of record.



- Must have previous experience in a management or supervisory position at a similar aquatic facility and program.
- Working knowledge of Meet Manager and experience at hosting swim meets
- Minimum of 3 years' experience.
- Team player that has exceptional leadership, management, and interpersonal, skills.
- Experience within an international school setting will be advantageous

### **Key Duties and Responsibilities:**

- Direct and supervise the BISP aquatic programs
- Assist with the coordination, development, application, and evaluation of BISP swim program including the early years' PE program as well as primary/secondary curricular swimming programs.
- Oversee the overall scheduling of all aquatic program and services, in cooperation with Athletics Director/PE Department.
- Prepare pool calendar for curricular and extra-curricular activities
- Administer and conduct swimming meets at both an intra-club and inter-club level.
- Able to oversee the use of Meet Manager and co-ordinate with the events department hosting large scale meets (500 swimmers)
- Responsible for writing policies and procedures that relate to the swimming pool and the swimming program in conjunction with the CIS department and the dissemination of this information
- Conduct lessons and swim team training in a safe, friendly environment.
- Administer any first aid needed due to any accident and follows BISP procedure for follow-up. Note the school employs qualified nursing staff.
- Observes and enforces all rules and regulations of the facility.
- 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 as well as the first level supervision of lifeguards and other staff working in the swimming pool.
- Take responsibility for the procedures on opening and closing of the swimming pool.
- Responsible for ordering of equipment and Swim Meet specific needs that reflect Aquatic or PE requirements
- Communication with other international schools in the region for hosted and away swim meets
- Communication with swim meet team parents on their involvement in events. The ability to use Team Unify an advantage.
- Communication with the Business Department and Events, Marketing and Communications team at BISP regarding schedules, results, awards etc.
- Other duties as assigned.