



## ST. JOHN'S PREP

### **Aquatics Coordinator**

Wellness at St. John's Prep is rooted in our mission to educate the whole person. The spiritual, intellectual, social, emotional, physical and aesthetic dimensions of wellness call each member of the St. John's community to live a life of balance centered around positive and healthy choices. Embracing wellness challenges us to embody the growth mindset, and recognizes the role each person plays in contributing to the health and well-being of others in the St. John's Prep learning community.

With the opening of a Wellness Center on campus in September 2017, St. John's is seeking its first Aquatics Coordinator, beginning July 5, 2017. Reporting to Director of Wellness, the Aquatics Coordinator will understand, support and represent the mission and identity of St. John's Prep as an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12.

### **Specifically, the Aquatics Coordinator will:**

- In consultation with the Director of Wellness and wellness team members, plan, implement and assess strategic initiatives and partnerships to further the concept of wellness across the St. John's Prep campus.
- Collaborate with wellness team to plan and implement a comprehensive, campus-wide initiative promoting all dimensions of wellness.
- Develop and oversee the pool facility schedule.
- Develop and steward strategic partnerships with outside groups to generate revenue.
- Train and supervise staff who work in aquatic related programs.
- Oversee maintenance of the pool, to include chemistry, climate control, cleanliness, and related maintenance.
- Ensure that all appropriate water, environmental, health and safety standards are maintained; ensure that pool complies with all local, state and national requirements, and that they are current on all certifications required for operation.
- Develop, implement, and oversee a variety of aquatics programs for students, faculty and staff.
- Participate in and teach aquatic and safety certification training sessions, as necessary.
- Participate in the development of annual operating budget.
- Develop and maintain records of operational facility usage; monitor and maintain inventories of pool equipment and supplies.
- Prepare monthly statistical reports on revenue, cost, programs, participation, etc.
- Engage in other areas of focus as designated by the Director of Wellness and/or Principal/Associate Head of School.

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

978 774 1050  
978 774 5767 fax  
[www.stjohnsprep.org](http://www.stjohnsprep.org)

**Skills Required:**

- Innovative, strategic and analytical thinking.
- Mission-driven decision making.
- Outstanding interpersonal abilities.
- Ability to communicate effectively with internal and external constituents.
- Experience with working in a fast-paced setting.
- Flexible schedule allowing early morning, evening and weekend work, as needed.
- Ability to balance program development with generating revenue through strategic partnerships.
- Interest in working in a team-oriented environment.
- Strong organizational skills; detail oriented.
- Facility and high comfort level with all aspects of technology, including database programs, Microsoft Office Suite and web content management systems, and social media.

**Prior Experience:**

- Minimum of three years supervisory experience in coaching and management of aquatic programs.

**Educational Background:**

- Bachelor's degree required.
- Possess or be eligible for the American Red Cross Lifeguard Instructor Certification, American Red Cross CPR/AED/First Aid Certification, and National Swimming Pool Foundation Certified Pool Operator Certification.

Interested candidates are asked to email a letter of interest, résumé, statement of educational philosophy and academic transcripts to Tracii Schaeublin, Director of Human Resources/Controller, at [tschaeublin@stjohnsprep.org](mailto:tschaeublin@stjohnsprep.org).