

## KIS International School, Bangkok Campus

### Job Description: Aquatic Head Coach

#### Employment Arrangements:

- Full-time employee
- Vacation as per administrative staff
- Requires some morning, evening and weekend commitments

**Reports to:** Director of Athletics and Activities

#### General Description:

- Take full responsibility to ensure all aquatics facility operate within strict enforced KIS safety policies and procedures.
- Lead, organise and develop the KIS Swim Team. This will involve team planning, squad training and water program support.
- Develop the swim coach education program at KIS and undertake professional development for staff on lifesaving and poolside safety.
- Be in charge of the administration of the KIS Swim Team. Working with the Swim Team Coordinator, this will involve setting up the time keeping system, and the related software and physical equipment.
- Organise and run Swim Meets with the Swim Team Coordinator and act as a contact for inter-department communication in regards to the event hosting.
- Participate with the swim team at outside competitions. This include support of weekend Galas/event that KIS attends.
- Makes suggestions to the Director of Athletics and Activities for possible items for the budget.
- Work with KIS PE staff in supporting units relating to Swimming and delivery of the curriculum. This includes supporting non-swimmers and helping them to build their skills to an ability where they can participate in the class with their peers.
- Follow KIS health and safety policies and procedures and KIS swimming and pool safety policy.
- Promote and safeguard the welfare of students using the swimming pool facilities.
- Ensure repair work is clearly communicated.
- Run the summer swim camp and support other summer program where required.
- Support department work as required by the Director of Athletics and Activities.

## Requirements:

- Minimum Bachelor Degree with possible teaching credential.
- Experience in the field of International school, excellent English communication.
- Can multi-task, set priorities, follow through on details and complete assignments.
- Commitment to teamwork, and respect and consideration for the skills of others.
- Ability to react calmly and effectively in emergency situations. Ability to prepare routine administrative paperwork.
- Experience working in a customer-facing environment and communicating with a range of people.
- Experience of risk management and assessment.
- Good knowledge of google and email.
- Positive and possessing a can-do attitude, hard working.
- Knowledge of Hy-Tek programs (Team and Meet Manager) is mandatory.
- Support organization and running of Swim Meets hosted by KIS. This includes a thorough understanding of Colorado Timing System and operation of Touch-Pads & Scoreboard.
- Flexible with long working hours or weekends.