



Spartan Aquatics Club Director (SPAC)

Position Overview

Spartan Aquatics Club (SPAC) Director leads and oversees all aspects of the School's competitive youth swimming program. The SPAC Director is responsible for coaching leadership, program development, facility coordination, and operational management of the club.

This role supports the mission of fostering excellence, integrity, discipline, teamwork, and sportsmanship among swimmers ages 6-18. The Director works closely with the Athletic Department and broader school community to grow participation, enhance program quality, and ensure a positive and competitive swimming experience at all levels.

Core Responsibilities

Program Leadership & Coaching

- Develop, implement, and oversee training programs for all SPAC practice groups
- Foster a culture of sportsmanship, discipline, and teamwork among athletes
- Ensure alignment with USA Swimming and Florida Swimming standards and best practices
- Establish long-term strategic goals for program growth and competitive success

Operational Management

- Oversee all registration processes, including USA Swimming memberships and SPAC enrollment
- Manage monthly dues, billing, and payment systems through online platforms
- Coordinate meet entries, travel logistics, and associated fees
- Collaborate with School leadership to schedule practices, allocate pool time, and manage facility use

Staff Supervision & Development

- Recruit, hire, train, and supervise assistant coaches and support staff
- Conduct regular evaluations and provide ongoing coaching development
- Ensure coaching practices align with program philosophy and athlete development goals

Community Engagement & Communication

- Serve as the primary point of contact for swimmers, parents, and community members
- Build strong relationships within the club and the broader swimming community

- Communicate program updates, policies, schedules, and expectations clearly and consistently
- Promote SPAC through outreach, marketing, social media, and community engagement efforts

Financial Management & Fundraising

- Develop and manage the club budget in collaboration with the Chief Financial Officer and Director of Athletics
- Monitor expenses related to travel, equipment, and facility operations
- Lead fundraising initiatives, sponsorship development, and revenue-generating opportunities
- Ensure accurate financial tracking and reporting

Administrative Responsibilities

- Maintain accurate records related to membership, finances, and program participation
- Utilize swim management software (e.g., TeamUnify, Meet Manager) for operations and communication
- Support the School and its leadership through active engagement in school initiatives
- Perform other duties as assigned by the Director of Athletics

Qualifications & Skills

Education & Experience

- Previous coaching experience at the club, high school, or collegiate level required
- Experience in program or club management preferred

Certifications

- USA Swimming Coach Certification and/or ASCA Certification preferred
- CPR, First Aid, and Lifeguard certification required (or willingness to obtain upon hire)

Professional Competencies

- Strong leadership and team management skills
- Excellent communication and relationship-building abilities
- Ability to motivate and inspire swimmers of all ages and skill levels
- Strong organizational and operational management skills
- Commitment to fostering a positive, inclusive, and competitive environment

Technical Proficiency

- Familiarity with swim management software (e.g., TeamUnify, Meet Manager) preferred
- Proficiency in Microsoft Office and Google Workspace

Physical & Mental Requirements

Physical Requirements

- Ability to be on pool deck for extended periods
- Ability to demonstrate swimming techniques when needed

- Ability to lift and move equipment up to approximately 30–40 pounds

Mental Requirements

- Ability to manage multiple priorities and schedules
- Ability to make decisions in fast-paced and dynamic environments
- Ability to exercise sound judgment and maintain professionalism

Working Conditions & Expectations

- Twelve-month, full-time position requiring regular on-campus presence
- Evening and weekend hours required for practices, meets, and events
- Travel required for competitions and team events
- Expected to uphold the mission and values of St. Johns Country Day School while promoting excellence in athletics

About St. Johns Country Day School

St. Johns Country Day School is one of the leading, non-sectarian independent schools in Jacksonville, Florida and maintains a PK3- Grade 12 school enrollment of 500 students. Learn more at sjcds.net.

Accreditations

Florida Council of Independent Schools
Cognia

Application

Please send a cover letter and current resume to hkennedy@sjcds.net

St. Johns Country Day School is an Equal Opportunity Employer and encourages candidates of diverse backgrounds and experiences to apply. We are committed to building a community that reflects a wide range of perspectives and talents.