Spartan Aquatics Club Director (SPAC), Pool Manager & Varsity Swim Coach

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 the club's operational management.

This role supports the mission to foster excellence, integrity, discipline, teamwork, and sportsmanship among swimmers ages 6–18. The Director collaborates closely with the Athletic Department and the broader school community to increase participation, enhance program quality, and ensure a positive, 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.
- Responsible for overall pool operations, including safety, scheduling rentals, and coordinating class times as needed.
- Oversee and coordinate pool maintenance in partnership with the St. John's Director of Facilities.
- Manage monthly dues, billing, and payment systems via 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 and development
- Ensure coaching practices align with the 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

Financial Management & Fundraising

- Develop and manage the club budget in collaboration with the Chief Financial Officer and the 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 of membership, finances, and program participation
- Use 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
- Report injuries, accidents, and safety concerns promptly.

Varsity Swim Coach

Coaching and Program Development

- Plan, organize, and lead all varsity swimming practices and training sessions.
- Develop seasonal training plans that support individual and team improvement
- Teach and refine proper swimming techniques, including freestyle, backstroke, breaststroke, butterfly, starts, and turns.
- Develop individualized training goals based on swimmers' abilities and performance levels.
- Prepare student-athletes for dual meets, invitational meets, championships, and postseason events.
- Monitor swimmers' progress and provide constructive feedback.
- Promote a culture of commitment, accountability, discipline, and continuous improvement.

Student-Athlete Development

- Foster positive relationships with student-athletes
- Encourage academic achievement alongside athletic participation
- Promote sportsmanship, teamwork, respect, integrity, and personal responsibility
- Create an inclusive environment that welcomes swimmers of all experience and ability levels.
- Support the social, emotional, and physical development of student-athletes.
- Recognize individual accomplishments and celebrate team successes.

Team Administration and Operations

- Coordinate team rosters, practice schedules, meet entries, and competition logistics.

- Communicate regularly with athletes, families, athletic department staff, and school administration.
- Maintain accurate records of attendance, eligibility, performance, and participation.
- Ensure student-athletes understand the team's expectations, rules, and code of conduct.
- Coordinate equipment needs, uniforms, and other program resources.
- Assist with the development and management of the swimming program budget.
- Support fundraising initiatives and community engagement opportunities as appropriate.

Safety and Compliance

- Maintain a safe, supervised environment during all practices and competitions.
- Enforce pool safety procedures and emergency protocols.
- Maintain current CPR, First Aid, and any required lifeguard or water safety certifications.
- Follow all school policies, athletic regulations, and applicable governing-body rules.
- Ensure compliance with student-athlete supervision requirements and child-protection policies.

Performance Expectations

The Varsity Swimming Coach will be evaluated based on:

- Student-athlete participation, development, and retention.
- Improvements in individual swimmers and team performance.
- Team sportsmanship, conduct, and culture.
- Compliance with school policies.
- Student-Athlete safety.
- Effective communication with families and school leadership.
- Contribution to the growth of the athletic program.
- Alignment with the school's mission

Qualifications & Skills

Education & Experience

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

Certifications

- USA Swimming Coach Certification and/or ASCA Certification preferred
- CPR, First Aid, and Lifeguard certifications 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 across 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 or Meet Manager) preferred
- Proficiency in Microsoft Office and Google Workspace

Physical & Mental Requirements

Physical Requirements

- Ability to be on the pool deck for extended periods
- Ability to demonstrate swimming techniques as needed
- Ability to lift and move equipment weighing up to approximately 30–40 pounds

Mental Requirements

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

Working Conditions & Expectations

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

Compensation and Benefits

The position is available immediately for the current academic year. A salary commensurate with experience, degree attainment, and qualifications is paid annually. Full-time employees are eligible for our benefits package, including medical, dental, and vision insurance; disability insurance; tuition remission; professional development/education funds; and participation in the school's 403(b) retirement program.

Accreditations

- Florida Council of Independent Schools
- Cognia

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 about 500 students. Learn more at sjcds.net.

Equal Employment Opportunity

St. Johns Country Day School is committed to equal employment opportunities in accordance with applicable federal, state, and local laws. We seek candidates committed to creating a safe, inclusive environment for children and families.

If interested in this position, please send your resume to Holli Kennedy, Executive Assistant to the Head of School, at hkennedy@sjcds.net