



**Available Position:** Athletic Department, Trinity Prep Aquatics Director  
**Department:** Athletics  
**Reports to:** Assistant Athletic Director  
**Full/Part-time:** Full-time  
**Date Posted:** October 3, 2022  
**Start Date:** Opened until filled

**About The Trinity Preparatory School:**

Trinity Preparatory School is an independent, coeducational, college preparatory school that helps students excel in college and in life, contribute to their communities, lead in a changing society, and grow spiritually. In alignment with our mission, we affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

Founded in 1968, a dedicated group of Orlando community leaders led by the late Reverend Canon A. Rees Hay wanted to provide a quality, independent secondary education for students in Central Florida. As a result, they established the Trinity Preparatory School in grades six through 12. Affiliated with the Episcopal Church, we welcome families and students from all faith traditions, cultures, and backgrounds, knowing that we are all enhanced by diversity.

Our dedicated and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their dedication is demonstrated to our students, families, and communities both inside and outside of the classroom with a balance of academic rigor and wellness. Trinity's student body and families reflect the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience.

**As a member of the Athletic Department:**

Our primary commitment is to provide an opportunity for student-athletes to fully develop their academic and athletic potential. Through practice, training and competition, the department strives to instill in each student-athlete: good sportsmanship and personal integrity, loyalty to the group and the ability to function with others as a team, appreciation for the benefits of hard work, motivation and perseverance in both winning and losing situations, and pride in accomplishments gained through fair and honest means.

We strive to generate pride and enthusiasm in students, alumni, and the community which Trinity Prep serves. All Trinity Prep coaches are expected to embrace the school's philosophy of encouraging students to participate in multiple sports teams at Trinity, rather than focusing on one sport and playing it year-round. As a coach, your responsibility is to help develop a well-rounded student-athlete with balance and objectivity.



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**Trinity Prep Aquatics Swimming Program:**

Trinity Prep Aquatics (TPA) was formed in 2000 under the auspices of Trinity Preparatory School in the Greater Orlando area. Trinity Prep Aquatics was formed from the prior team, Trinity Aquatic Team, that operated out of Trinity Preparatory School. Athletes and coaches from Trinity Prep Aquatics have achieved the highest levels of success at the Olympic Games, USA Senior Nationals, NCAA Championships, and USA National Team.

TPA is a family-oriented recreational and competitive team, dedicated to excellence at all levels—coaching, techniques training, and facilities. Swimmers can train year-round at one of our groups. All groups swim in the state-of-the-art 50-meter pool at Trinity Prep and each group has its practice times and schedules.

TPA is a member of Florida Swimming, Inc. which is a division of United States Swimming. Florida Swimming is one of 95 Local Swim Committees (LSC) that implement USA rules at the local level. Florida Swimming develops a calendar of swim meets each year, and TPA swimmers compete at meets selected by the coaching staff.

**Position Description:**

The Aquatics Director leads the programming, operations, maintenance, and administration of the Trinity Prep Aquatics and its facility. Supervises the hiring, training, testing, and manages the certification of staff of the facility. Develops and implements various aquatic programs. Ensures that all appropriate water health and safety standards are maintained. Maintain the strong fiscal health of the program which serves students from the entire Central Florida region. Trinity Prep Aquatics staff emphasizes attention to detail, race strategy, and conditioning, all while providing a fun and safe environment.

The Trinity Prep Aquatics Director will exemplify Trinity Prep's four Core Competencies that apply to all employees of the organization:

- Demonstrates Self-Awareness
- Ensures Accountability
- Communicates Effectively
- Cultivates Innovation

The Trinity Prep Aquatics Director will demonstrate the following Coaching Leadership Competencies that apply to all members of the Athletic Department:

- Build Effective Teams
- Decision Quality
- Directs Work

**Duties and Responsibilities:**

- Meet weekly with the Assistant Director of Athletics to achieve short- and long- term goals.
- Train, hire, and supervise related personnel to ensure safety in the pool area and lake.
- Demonstrate effective communication and judgment skills to ensure safety and accident prevention.
- Maintain proper pool chemical levels, water quality, and overall pool cleanliness daily.
- Develop and execute dynamic aquatics programming and staffing for Trinity Prep Aquatics.
- Manage all relations and rental agreements with pool renters; Implement and manage all pool scheduling.
- Ensure that all coaches and swimmers are registered with the proper affiliations.
- Track revenue, expenses, and swimmer's accounts.
- Manage swim certification of TPS students
- Perform job-related duties as assigned.

**Supervisory Responsibilities:**

- Lead the overall vision and direction of the Trinity Prep Aquatics.
- Supervise all related personnel which includes coaches at these levels: senior, junior, gold, silver, and blue as well as coordinate their schedules.
- Serve as Meet Director for all home meets. This includes finding timers/volunteers, hiring officials, creating meet files, and setting up Daktronics equipment for scoring.
- Educate staff and provide professional development including lifeguard skills training and other continuing education opportunities.
- Implement and oversee emergency action procedures as outlined by Trinity PReparatory School, pool chemistry, substitutions, and opening/closing procedures.

**Qualifications and Experience:**

- Bachelor's degree from an accredited institution or the international equivalent with a focus in a related field. Master's degree preferred.
- A minimum of 5 years of coaching experience at the secondary, club or collegiate level.
- Articulates an authentic commitment to diversity and holds others accountable for the same.
- Promotes an inclusive environment that values, encourages, and supports differences.
- Knowledge of federal, state, and local regulations, policies, and guidelines for the operation of public swimming pools.
- Supervise the daily operations of the pool and aquatic facility as well as the emergency procedures.
- Skills in program planning, development, revenue generation and producing positive net income to achieve budget commitments.



- Knowledge of budget preparation, cost estimating, monitoring, and fiscal management.

**Certificates, Licenses, Registrations Required:**

- CPR/AED/First Aid Certification
- Lifeguard Certification
- USA Swimming Certification
- Certified as an Aquatic Facility Operator (AFO) or Certified Pool Operation (CPO).
- Must pass a Jessica Lunsford Level II background check

**Application Requirements:**

Interested candidates should complete an application through the below link:

[APPLY NOW](#)

**Employee Nondiscrimination Policy:**

Trinity Preparatory School is an Equal Opportunity Employer.