



St Catherine's School

POSITION DESCRIPTION ROWING COORDINATOR

Department	Sports Department	Reports to	Director of Sport
School Charter	As a leading girls' school in Australia, St Catherine's is committed to nurturing and empowering independent and globally responsive young women, enabling them to approach all their endeavours with confidence, wisdom, and integrity.		
Our Vision and Values	School Values: Integrity, Curiosity, Perseverance, Empathy, Gratitude 'A St Catherine's student approaches her dealings with all others with absolute and unwavering integrity . She approaches both her work and the world around her with a sense of curiosity . She will always persevere , even when the path ahead seems challenging. She always displays genuine empathy and gratitude.'		
School Motto	<i>Nil magnum nisi bonum</i> - Nothing is great unless it is good.		

Introduction

The Rowing Coordinator is responsible for the day-to-day coordination and operational delivery of the St Catherine's Rowing Program. The role ensures that training, regattas, camps, student welfare, and communications run smoothly across the program.

Working closely with the Director of Sport and the 1st VIII Coach, the Rowing Coordinator supports consistency across all year levels, fosters an inclusive and positive team culture, and ensures alignment with the School's sporting values.

Specific Responsibilities

Program Coordination & Delivery

- Develop and oversee the operational plan for the rowing season, ensuring all training, regattas, camps, and tours are delivered smoothly.
- Coordinate training schedules, coach rosters, facility bookings, and transport logistics.
- Manage the organisation of rowing camps, trips, and tours, including venue bookings, transport, accommodation, catering, equipment logistics, and risk management documentation.
- Support the creation of program materials such as season handbooks, parent information packs, newsletters, and student guides.
- Maintain an accurate and up-to-date program calendar of training sessions, regattas, meetings, and events.
- Oversee the safe transport, storage, and set-up/pack-down of boats and equipment at training and competitions.
- Work with the Director of Sport and the 1st VIII Coach to ensure boats, oars, ergometers, trailers, and other equipment are maintained in good condition, coordinating repairs and servicing as required.
- Liaise with transport providers, venues, and suppliers to ensure smooth delivery of all operational requirements.
- Coordinate crew entries for regattas and ensure all relevant documentation, permissions, and registrations are completed on time.
- Supervise students before, during, and after training sessions, regattas, and trips, ensuring duty of care is maintained.

Communication & Relationships

- Act as the first point of contact for rowing parents, coaches, and students, escalating matters to the Director of Sport as required.
- Provide timely and professional communication to families, including weekly updates, notices, and event information.
- Maintain strong working relationships with Mercantile Rowing Club, Rowing Victoria, and other key stakeholders.
- Support the 1st VIII Coach in reinforcing technical direction, team standards, and program culture.

Coaching & Staff Support

- Coordinate the casual coaching team, ensuring they are inducted, rostered, and supported in line with School expectations.
- Provide clear guidance to coaches regarding session delivery, student supervision, and communication protocols.
- Support consistent coaching standards by aligning with the technical direction set by the 1st VIII Coach and Director of Sport.

Student Development & Welfare

- Promote participation and enjoyment across all levels of the program, from Year 8 beginners to senior competitive crews.
- Monitor student wellbeing, attendance, and engagement, escalating concerns promptly.
- Encourage a positive and inclusive team culture that reflects the School's values of integrity, perseverance, empathy, curiosity, and gratitude.

Child Safety Responsibilities

- Provide students with a Child Safe environment.
- Ensure and promote the safety of children from diverse backgrounds including children from culturally and/or linguistically diverse backgrounds, Aboriginal children, and children with disabilities.
- Be familiar with and comply with the School's Child Safe policy and Child Safe Code of Conduct, and any other policies or procedures relating to child safety.
- Participate in the School's Child Safe training programs as required.
- Raise any child safety concerns with the School's Child Safety Champions.

Occupational Health and Safety Responsibilities

- Comply with Victorian OHS legislation and the School's OHS policies and procedures.
- Perform duties in a safe manner without risk to their own health and safety, or the health and safety of others including, but not limited to students, other staff, contractors, volunteers, and visitors.
- Report any hazard, incident, injury, or illness as soon as practicable.

Key Selection Criteria

- Demonstrated experience in coordinating rowing programs and/or squads
- Strong organisational skills, including scheduling, logistics, and record keeping.
- Excellent interpersonal skills, with the ability to build positive relationships with students, parents, and staff.
- Understanding of rowing operations, including regatta preparation, safety protocols, and equipment management.
- Ability to lead by example, modelling the School's values and fostering an inclusive, student-centred culture.
- Current Working with Children Check, First Aid and CPR qualifications (or willingness to obtain).
- Boat licence (or ability to obtain) desirable.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. The Position Description is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent.
