



Position Description

Position:	Learn to Swim & Programs Coordinator
Position Status:	Full-time (1.0 FTE), ongoing
Classification:	Level 5, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Reports to:	Aquatic Centre Manager. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



Context of the Role

In March 2025, PLC opened the [Joan Montgomery Centre](#) as a state-of-the-art facility revolutionising the way children engage with sports and physical education.

The Centre includes an eight-lane 50-metre pool, a dedicated learn-to-swim pool, diving towers, spectator seating for 400, and multi-sport facilities.

Position Overview

The PLC Aquatic Department is committed to providing educational programs which aim to develop competency in the lifelong skills of water safety and survival, health and physical activity in aquatic environments whilst focusing on participation and having fun.

The Learn to Swim & Programs Coordinator will demonstrate a passion for developing aquatic skills in students.

The position is responsible for coordinating high-quality Learn to Swim and Water Safety programs, including school, community, and holiday programs. The role will support the Aquatic Centre Manager and Business Manager to administer the hiring of the Aquatic Precinct and the running of these events and programs.

The role will oversee the following programs:

- PLC Early Learning Centre and Junior School Learn to Swim and Water Safety Programs
- Learn to Swim and Water Safety Programs (out of school hours)
- Holiday programs
- External schools' programs

The role works collaboratively with a co-Coordinator to share daily shifts and ensure program continuity.

Key Responsibilities:

Key responsibilities include but are not limited to:

Administration & Operations

- oversee, manage, prepare, coordinate and staff the PLC Aquatic Learn to Swim and Water Safety Programs including:
 - enrolments and re-enrolments of new and existing students for Learn to Swim / Water Safety Programs
 - invoice and payment accountability for students in the LTS programs
 - ensure the smooth running of the day-to-day activities
 - deliver positive customer experiences by communicating effectively with parents, maintaining regular email and voicemail responses, resolving enquiries and complaints quickly, and engaging professionally with staff, students, and clients
 - create a positive, encouraging work environment for staff, including to recruit and train new Learn to Swim teachers
 - identify staff training needs and provide coaching to Learn to Swim teachers to maintain high skill levels in accordance with relevant guidelines
 - liaise and coordinate with facility booking hirers, ensuring equipment and requests are met in order for events to run smoothly



- develop relationships with local schools to increase participation in PLC aquatic programs
- develop and maintain collaborative, positive and effective relationships with colleagues
- instruct in the College's aquatic-based physical education programs from ELC to Year 10
- maintain the current client database and update registrations
- maintain current assessments / attendances for all children in the Learn to Swim programs
- assist with management, in the absence of the Centre Manager
- staffing, rostering, and timetabling Learn to Swim programs and events
- communicate with staff via regular staff meetings, including presenting professional development sessions each Term
- check and confirm staff payroll accuracy
- regularly review and recommend website changes and improvements, in consultation with the Centre Manager

Other Duties

- other duties as directed by the Aquatic Centre Manager
- assisting with pool plant operations and maintenance
- undertake all rostered duties
- comply with all relevant legislation, and policies and procedures which may be amended from time to time
- actively contribute to a broad range of school activities and have flexibility to attend after-hours commitments when required
- attend staff meetings and staff professional development days as directed
- ensure the confidentiality and privacy of members of the College community is respected
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

Key Relationships:

- Aquatic Centre Manager
- Business Manager and Business Office Staff
- Co-Learn to Swim Coordinator
- Learn to Swim Teachers
- Club Coaches
- Physical Education Teachers
- Students
- Parents
- Maintenance/PLC Administration

Mandatory Qualifications / Registrations / Certifications:

- relevant undergraduate degree in Sport Administration/Management/Science with an aquatics background, or equivalent experience in a similar Aquatic Centre position
- current AUSTSWIM certificate
- current Pool Lifeguard certificate
- current Employee Working With Children Check (WWCC)
- current certification, or willingness to obtain certification, through PLC-run programs:
 - Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
 - Asthma First Aid certificate
 - Anaphylaxis Management certificate



- MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

Please note: Staff are required to maintain current certification and compliance training as required

Knowledge, Skills and Experience:

- demonstrated ability to connect with and understand young people of all ages, understanding the various communication styles and strategies necessary to build rapport
- well-developed administrative / ICT skills
- strong organisational and time management skills
- solutions focused attitude and strong problem-solving ability

Key Attributes:

- high level of personal motivation and energy
- excellent communication skills, displaying sensitivity and discretion
- high levels of confidentiality, trust, credibility, and honesty
- positive and proactive approach to students, peers, parents and members of the wider community
- appreciation for diversity and inclusion
- a highly collaborative team member with the ability to work independently as needed
- calm under pressure
- a strong work ethic
- ability to adapt and operate effectively in a challenging and changing environment
- commitment to striving for continuous improvement
- focused on building a culture of collegiality and professionalism within the Department
- a commitment to ongoing professional learning and growth in skills
- willingness to uphold the ethos and values of the school at all times

All appointments of General Staff are subject to a satisfactory National Police Check, at the expense of the employer.

Dr Emma Burgess
Principal

October 2025

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive