



POSITION DESCRIPTION

Title: Swim Coach and Administrator
Reports to: Principal through the Director of Sport
Date: July 2019

Genazzano FCJ College is a high performing Catholic day and boarding school beginning with the Early Learning Centre (co-educational 3 and 4-year-old kindergarten) and girls only education from Preparatory to Year 12.

Reflecting the ideals and values of FCJ education, Genazzano FCJ College aims to promote the spiritual, moral and academic formation of its students. The Vision and Mission Statement describes the Genazzano graduate as a young woman with a passion for life, a love of learning and the courage and confidence to lead and serve others. It also identifies an excellent academic program, a quality religious education program, an intensive co-curriculum and an active engagement with issues of social justice as the means by which this vision can be achieved.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

POSITION PURPOSE

The candidate is responsible for assisting the Swimming Head Coach to provide and organise consistently high quality coaching to all swimmers in a professional manner in accordance with the College's objectives. Actively promote and endeavour to improve the delivery and quality of the swimming program at Genazzano FCJ College

POSITION OBJECTIVES

- Responsible for the administrative operations of the College swimming programs, including the Gen Aquatic Swimming Club
- Provide swimming coaching as part of the College swim program
- Assist the Swimming Head Coach with pool / facilities maintenance

KEY RESPONSIBILITY AREAS

The duties relative to this position include:

Swim Coach

- Support the Swimming Head Coach in developing and implementing a teaching program across all skill levels and year levels.
- Create a lesson environment that is responsive to individual and group needs for the attainment of program outcomes.
- Undertake coaching of students in the Genazzano swim team
- Deliver swim lessons as required
- Ensure all environments and situations are safe and responsive to individual and group needs.

- Identify talented students and encourage further development via various pathways
- Collaborate with the Curriculum Leader – Health & PE and teachers to ensure delivery of Swim programs meets the learning needs of students within the Physical Education curriculum
- Flexible working hours. This position will require some weekend, early morning and afternoon hours.

Administrative Duties

- Administer the overall aquatic operations for the College ensuring that GenSwim (outsourced), GenAquatics, College Physical Education and Co-Curricular Programs and external activities are conducted at optimum levels, and in accordance with the philosophy and ethos of the College.
- Act as the key liaison between the College and the external organisation contracted to manage the Learn to Swim Program to ensure that both parties are operating in synch to enable excellent student learning outcomes.
- Promote Genazzano's swimming program to the internal and external community, to grow the swimmer base
- Assist the Director of Sport and Swimming Head Coach in the development and implementation of the Aquatics strategic plan. Once established, jointly report with the Swimming Head Coach progress made to achieve benchmarks and targets/objectives.
- Ensure all swim programs maintain a personal approach, with focus on the individual, to ensure swimmers feel a sense of belonging. Establish times that parents and swimmers can contact/meet coaches. Promote swimmer achievements and be mindful of the wellbeing of all members.
- Act as the Secretary/Registrar for Gen Aquatic Inc. Provide a report for the Club Committee each meeting. This report should contain information on current memberships, attendance, promotion of swimmers, swim meet results, the success of club events and other pertinent matters.
- Arrange training for relevant PE and Aquatics staff where required. Circulate latest information on coaching techniques and ensure staff qualifications are always updated.
- Operation and staffing of the Gen Aquatic, PE and College swimming program including term based classes/sessions, squad intensive programs, periodical swimming meets, College intensive programs for the Junior School and intensive swimming programs for external primary schools.
- Conduct induction sessions for new aquatics staff/contractors to ensure they are familiar with all procedures, policies and requirements.
- In conjunction with the Swimming Head Coach, assist in the preparation and implementation of the annual aquatics budget (as approved) and purchase of approved capital and technological resources. Issue invoices and process payments for swim shop sales, squads, swimming club and casual swimming income. Liaise with the Finance Manager on aquatics finances to ensure that monthly financial reports are provided to the Gen Aquatics Committee. Collate Timesheets and other information for the payroll process and arrange endorsement by the Director of Sport.
- Manage the customer service needs of the Aquatics Program, including phone calls, email enquiries and correspondence.
- Liaise with all external hirers of the Pool and work proactively with them to ensure their experience is positive and provides support to their program.
- Liaise and attend relevant Swimming Australia, Swimming Victoria, regional meetings and other relevant industry meetings as a representative of the College.
- Assist the College in other administration tasks from time to time
- Any other duties as required by the Principal, College Executive or Director of Sport.

Pool Maintenance

- In liaison with the Property Team, ensure that the Plant Room and facilities/resources of the Pool are in full working order and accord with industry and legislative requirements, e.g. OH&S requirements.
- Undertake daily and scheduled maintenance of swimming pool operations including pool water testing and recording, chemical dosing, equipment maintenance and pool structure
- Maintain and clean swimming pool surrounds and spectator areas

Accountability and Extent of Authority

- The Aquatics Administrator and Coach is accountable to the Principal through the Director of Sport.
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer
- The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the Director of Sport.

Skills and Experience Required

- AUSTSWIM certificate (teaching of water swimming and water safety), Towards Competitive Strokes or ASCTA Development Coach
- Previous Swim School or Leisure Supervisor experience
- Strong organizational skills
- Attention to detail
- Excellent customer service
- Strong interpersonal and communication skills
- Demonstrated business and / or marketing experience
- Flexible approach
- Knowledge of SwimBiz or similar swimming software

Conditions of Employment

- Employed in accordance with terms and conditions of Victorian Catholic Schools Multi-Enterprise Agreement 2018
- The incumbent will require a Working with Children Check and National Police Record Certificate, Pool Lifeguard, Level 2 First Aid Certificate, appropriate swimming coaching qualifications.