

POSITION DESCRIPTION

Title: Junior Rowing Coordinator
Reports to: Principal through Head of Rowing
Date: 2024

At Genazzano FCJ College, we're on a mission... to fuse the wisdom gained from over 130 years of educating girls, with the best techniques and practices of contemporary learning. Together, it redefines individual academic success and creates a distinctive opportunity to equip girls for a future we cannot imagine – but are privileged to guide them to.

From the co-educational Early Learning Centre (3- and 4-year-olds) to the specialist girls' pathways from Preparatory to Year 12, Genazzano is on a relentless quest to unlock the potential of every student as they uncover their personal excellence and fuel their aspirations. To do this, our professional environment at Genazzano emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and parents.

Our Catholic faith and educational expertise energise us to prepare our students for a future where the keys to success will be very different to that of the past. For this reason, we unapologetically coach our students outside their comfort zone and challenge them to think critically about the world they'll inherit. This commitment extends beyond the classroom. We believe in nurturing not just their minds but also their hearts and spirits. Hope, courage, and a profound sense of community are the pillars upon which Genazzano FCJ stands.

As a future-oriented community, with a distinctive learning culture and a heart for humanity, we value reflection, excellence, wisdom, and service to empower our students and staff to transform the world around them.

ABOUT THE JUNIOR ROWING PROGRAM

The Genazzano FCJ College Rowing Program involves over 100 students from Years 8 to 12 and is part of the College sporting program. The rowing program has a proud history of success at Head of the Schoolgirls', State and National level. Each rower is recognised as an individual and encouraged to reach her potential both at school and beyond.

All rowing staff and coaches at Genazzano are provided with ongoing training and development commencing with our 5-week pre-season Coaching Development Program covering all aspects of coaching rowing at Genazzano. Further support is provided during the season with coaching observations and feedback, coaching development meetings and co-coaching opportunities.

The Junior Rowing Coordinator is employed as a member of the College staff and is employed to facilitate the Junior Rowing Program (Junior and Intermediate Squads).

In carrying out his/her duties, the Junior Rowing Coordinator should support the College's vision and mission by demonstrating:

- Commitment towards a culture of personal and team excellence
- Respectful care and concern for the welfare and development of each student
- Understanding of all policies and protocols necessary for optimal health, welfare, performance and risk management associated with the rowing program

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, including Aboriginal children and students with a disability, 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.

COORDINATION OF JUNIOR ROWING PROGRAM

The Junior Rowing Coordinator is expected to:

- Monitor attendance using Clipboard at training and regattas and ensure weekly crew lists are published and updated on GenConnect in consultation with the Head of Rowing
- Attend water training sessions for the Junior and Intermediate squads during Terms 1, 3 and 4, to ensure the smooth operation of training, including compiling crew lists and allocating equipment
- Maintain all coaching and rowing equipment in order to ensure sessions can function efficiently and safely at all times in collaboration with the Head of Rowing, and casual coaches when required
- Liaise with the Strength and Conditioning Coach to attend and facilitate Strength and Conditioning classes and circuit sessions for junior and intermediate squads
- Collate data each fortnight from ergo training and technical scores from water sessions to use for monitoring progress for all rowers
- Collate selection data and contribute to selection meetings in accordance with the selection policy
- Organise and coordinate the beginner program in Term 3, (Gen Go Rowing – Year 8 Learn to Row Program)
- Register all new rowers with Rowing Victoria through Rowing Manager
- ensure all new coxswains obtain accreditation in accordance with Rowing Victoria policy
- Attend all Junior Regattas to provide logistical and maintenance support within the boat park for the Junior and Intermediate squads
- Ensure clear communication with the Head of Rowing, Director of Sport (and Year Level Coordinator/Head of Well-being where appropriate) in matters associated with the health and wellbeing of the students

- Develop an understanding of the cultural and philosophical elements of the rowing program under the guidance of the Head of Rowing
- Ensure that the College uniform, conduct and behaviour expectations are met by the rowing students

GENERAL RESPONSIBILITIES

The Junior Rowing Coordinator is expected to:

- Liaise with the Head of Rowing to book transport, catering and accommodation requirements for the rowing program when requested
- Organise the transport of junior boats to regattas
- Ensure that the junior fleet is safely maintained
- Liaise with the Head of Rowing regarding training camp and HOSG logistics
- Attend College rowing staff meetings, and professional development sessions
- Keep central records of program, goals, progress, testing, and reviews
- Ensure all safety requirements are followed and adhered to
- Ensure attendance procedures are followed by all coaches

SKILLS AND EXPERIENCE

- Excellent communication skills at all levels – staff, students, coaches, parents
- Competency in use of IT for the purpose of frequent communication
- High level of organisation ability
- Respond positively to setbacks and unanticipated limitations
- A proven coaching record with school-age females
- Coaching qualifications and experience in coordinating a program
- Experience with the use of boat maintenance equipment
- Experience with boat trailer loading, towing and transport regulations

QUALIFICATIONS AND REQUIREMENTS

- NRCAS Level 1 Rowing
- Level 2 First Aid
- Medium Rigid Heavy Vehicle Drivers Licence would be an advantage
- Recreational Motorboat Licence
- Working with Children Check
- National Criminal Record Certificate
- Child Safety Code of Conduct

CONDITIONS OF EMPLOYMENT

- Salary and general conditions of employment will be in accordance with the Catholic Education Multi-Employer Agreement 2022 (CEMEA).