

POSITION DESCRIPTION

Title: Learn to Swim and Aquatics Coordinator

Reports to: Principal through the Director of Sport

Date: September 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 will 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.

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 the logistics and administration of the GenSwim Learn to Swim Program and 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 GenSwim Learn to Swim Program
- Provide a consistent point of contact for GenSwim customer service
- Assist Head of Aquatics in school swimming program administration
- 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:

GenSwim Coordinator

- Coordinate the customer service needs of the GenSwim Learn to Swim Program, including phone calls, email enquiries and correspondence.
- Facilitate LTS customer communications from the Aquatics reception during LTS class operating times.
- Manage LTS weekly staff roster for classes including communications to staff and ensuring all classes are staffed appropriately.
- Ensure all staff credentials are up to date, including AustSwim or equivalent, CPR, First Aid, and Lifeguard accredited where necessary.
- Assist with staff professional development sessions run during the year to ensure all staff are educated on best practice and expectations of their role.
- Flexible working hours. This position will require some weekend, early morning and afternoon hours.

School Aquatics Co-curricular Programs

- 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
- Assist the Head of Aquatics with Water Polo team communications and team logistics.
- Assist in the bookings and coordination of annual Swim Camp.
- 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

Administrative Duties

- Administer the overall aquatic operations for the College ensuring that GenSwim, College Physical Education, Co-Curricular Programs and external activities are conducted at optimum levels, and in accordance with the philosophy and ethos of the College.
- 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. Promote swimmer achievements and be mindful of the wellbeing of all members.
- 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 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 and casual swimming income. Liaise with the Finance Manager on aquatics finances and other information for the payroll process.
- 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 if needed.
- 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 Coordinator 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 swim school software

Conditions of Employment

- Employed in accordance with terms and conditions of Catholic Education Multi-Enterprise Agreement 2022 (CEMEA)
- 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.

Hours of Employment

- This will be 0.7 FTE position

Start Date

- November 2024