



POSITION DESCRIPTION



SHORE

Swim School Co-Ordinator

Position Title

Swim School Co-Ordinator

Department

Shore Swimming

Reports to

Head of Swimming

Location

North Sydney

Type of Employment

Permanent Full time

Classification/Grade/Band

Fitness Award – Level 2

Reporting Relationships

Head of Swimming

MIC Swimming

RAI Grant Centre Co-Ordinator

Shore Values and Vision

Shore's dynamic tradition is founded on authentic and transformative Christian faith, with emphases on engaged rigour in teaching and learning, integrity and respect in character, humility and compassion in service, faithfulness and commitment in community life, personal best in games and cocurricular activities. With this as its foundation, and within the terms of its charter, Shore seeks to be the leading comprehensive school in Australia.

Our priority has always been delivering the utmost excellence in teaching and learning and the student's character development in our care. Our motto, "they hand on the torch of life", keeps our focus on the future and inspires our community to continue building young people ready to succeed and serve.

Shore therefore fosters a learning community for its students and staff which promotes:

- Promotes a Christian understanding of the world and society in which we live
- Pursues and celebrates academic performance in a culture of learning and thinking
- Challenges all to be responsible citizens with an attitude of service to others
- Welcomes new experience and learning at all stages of life
- Lives according to the Christ-like virtues of humility, perseverance, courage and love of others
- Develops individual gifts and talents and cultivates the habits of successful team membership.

Role Purpose

The position of Swim School Co-Ordinator is important to the smooth running of the Swim School through the provision of administrative & on-deck assistance for Shore Swimming.

The primary purpose and key contribution of the role is the provision of administrative assistance to members of the swim team, to facilitate the operational running of the swimming program including customer bookings & communications, swim school staffing, teacher training & development.

Role Responsibilities

General

- Act as the primary contact person for customers, coordinating communications between team or Department members and their various key stakeholders;
- Take and manage phone calls, messages and email enquiries;
- Coordinate and assist with the planning, marketing, organising, scheduling and communication of information within the swim school database;
- Coordinate and assist with receiving, tracking and filing correspondence or other forms/documents underpinning key processes within the swimming school;
- Liaise with all staff members to assist with monitoring, tracking and communicating the progress of all swimmers within the program
- Distribute materials and information, and ensure alignment of internal communications across the team or Department on behalf of staff members in the team or Department;
- Assist in the development of core administrative & system processes and supporting documentation/forms for the team;
- Provide assistance with the planning and running of events related to the portfolio and/or as directed by the Head of Administrative Services from time to time;
- Maintaining filing and database systems;
- Assist in the development, implementation and coordination of Swim School's specific administrative processes, including sharing ideas on process improvements;
- Maintain filing systems, including managing relevant sections and field within Synergetic (the School's database system);
- Assist with swim lessons as required
- Undertake general duties such as photocopying, binding, scanning, filing and mail outs;
- Take responsibility for ordering materials and resources as required by the Department;
- Raise purchase orders and arrange coding and approval of invoices;
- Comply with School policies and procedures, as amended from time to time at the discretion of the School;
- Recommend to Head Swimming Coach if School policies and procedures need updating;
- Attend to duties and responsibilities safely, complying with all work health and safety laws and regulations, as well as the School's work health and safety policies, practices and procedures:

- Ensures safety of self and co-workers, as well as any other person at the workplace (including students, parents, care-givers, guardians, other community members and members of the public);
- Wears and/or uses any safety and protective equipment or clothing required;
- Immediately reports any accidents, near misses, incidents or hazards;
- Proactively participates in corrective actions and risk mitigation.

Selection Criteria

Essential

Qualifications

- Swim Teaching qualification
- Current First Aid & CPR
- Current Working With Children Check

Knowledge and skills

- Proficiency in Microsoft 365 applications and other standard computing software;
- Solid database management capability and demonstrated experience in the use of databases and other workflow systems (prior knowledge of or experience with Swim School management software would be highly regarded);
- Excellent time management, organisational, planning and prioritisation skills;
- Effective interpersonal and customer service skills;
- Professional appearance and style;
- Approachable, service orientated and team player mindset.
- High level of attention to detail

Experience

Demonstrated Experience

- Previous Experience in a role inside the Aquatic industry
- Demonstrated experience in efficient and effective general administrative responsibilities

Professional Development

.Maintain own professional development in order to ensure safe and current practice by:

- Continually develop both personally and professionally to meet the changing needs of career and industry actively participate in the Performance Management process as required;
- Evaluate own performance to identify strengths and areas where professional growth can occur;
- Actively participate in relevant professional bodies; and
- Attendance at professional development activities organised at the School and relevant external agencies to increase knowledge, experience and skills held.

Safeguarding Children and Young People

- Participate in Child Protection training and education as appropriate;
- Provide a welcoming and safe environment for children and young people;
- Promote the safety and wellbeing of children and young people to whom we provide services;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- Maintain valid 'working with children' documentation;
- Undergo periodic 'national criminal history record' checks;
- Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

Work Health and Safety

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identify and report incidents/hazards/injuries (and reacting appropriately to potential hazards);
- Participate in WHS training and education as appropriate;
- Engage with School policies and procedures around WHS

It is important to note and recognise that no position description can completely capture the complexity of tasks required. Therefore, this position description should not be seen as limiting, as a school we acknowledge that there will be other tasks, not outlined above, that may be required from time-to-time.

All positions evolve and change over time, and the School commits to regularly review and update position descriptions to accurately reflect the contribution of employees.