



## POSITION DESCRIPTION

POSITION	Swim Squad Coach
RESPONSIBLE TO	Deputy Principal
REPORTS TO	Director of Sport and Activities
SALARY	Pay rates and levels are determined in accordance with the Canterbury College Agreement 2022
DATE	February 2023

### RELATIONSHIPS AND AUTHORITY:

This position is responsible to the Deputy Principal and reports to the Director of Sport and Activities for daily operations. The Swim Coach works closely with the Taipans aquatic team. This position is expected to work under limited supervision with broad guidance provided.

### POSITION PURPOSE:

The Swimming Coach is a member of the Canterbury Taipans coaching team providing swimming coaching.

The role will be responsible for providing pool attendance, and coaching whilst ensuring the Centre is maintained into a high standard. The role is also responsible for ensuring a safe, useable, and attractive environment, including supporting the Taipans Operations Manager with running of events and activities.

### POSITION RESPONSIBILITIES:

Duties assigned may include any or all the following, according to the Coach's training, qualifications and experience:

Coaching, including:

- Provide students with a positive sporting role model and ensure appropriate conduct at training sessions and meets.
- As outlined by the Director of Sport and Activities, implement a progressive skills, training and testing program for all ages and levels of competent swimmers. All programs must be visible to the community.
- As outlined by the Director of Sport and Activities, ensure training sessions start on time and are constantly supervised. An accurate attendance record must be kept and produced as requested or required.
- Maintain personal professional qualifications in coaching and water-safety.
- Undertake rostered Pool attendant and Lifeguard duties as required.
- Assist in the coordination of activities, events and functions.

### PROFESSIONAL RESPONSIBILITIES:

All staff are required to contribute to the collective welfare of the College community. As such they are required to:

- Work collaboratively with their peers to meet position and departmental responsibilities;
  - Attend such meetings of department or College staff as requested by their supervisors;
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- Attend student assemblies, worship and other activities as are necessary for the smooth conduct of the College;
- Model for student's appropriate dress, deportment, language, behavior and communication;
- Support colleagues in promoting the ethos and values of the College;
- Conduct themselves in a way which develops respect for themselves, and the College.

### **ORGANISATIONAL RESPONSIBILITIES:**

All employees are bound by the requirements of the College's policies, procedures and stated mission to act with integrity and in a way that shows a proper concern for the public interest, be familiar with and follow the spirit and content of the College's Code of Conduct and Values:

- Respect
- Integrity
- Community
- Scholarship
- Compassion
- Social Responsibility

This includes the College's desire to serving the community by providing a high quality of service, and the assumptions which govern the conduct of staff, which include:

- Loyalty, respect and trust;
- Corporate teamwork;
- Excellence and continuous improvement;
- Open, fair, accountable and efficient work practices;
- Staff development and concern for people;
- Quality of customer service.

### **KEY SELECTION CRITERIA:**

- Current First Aid certification.
- Current Pool Lifeguard certification (desirable).
- Current Working with Children, Blue Card.
- Good communication skills, both written and oral.
- Good interpersonal skills that are necessary to appropriately liaise with students, staff, parents, visitors and other members of the public.
- Demonstrated ability to meet deadlines.
- Ability to operate as an effective team member of both the Aquatic and Property and Works departments.

### **ESSENTIAL QUALIFICATIONS & LICENSES TO BE HELD AND MAINTAINED:**

- Current Positive Notice Blue Card, or the ability to obtain one.
  - Swimming Australia Advanced Coach Certificate.
  - Pool lifeguard skill set SISSS00111. (desirable)
  - Current First Aid and CPR HLTAID001.
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