



ST. BRIGID'S  
COLLEGE

## POSITION DESCRIPTION SENIOR DEVELOPMENT SWIM COACH

**POSITION TITLE:** Senior Development Swim Coach  
**LEVEL:** Agreed rate  
**HOURS:** Hours will be on a casual basis and determined in consultation with the Indoor Pool and Fitness Centre Coordinator

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### ORGANISATIONAL RELATIONSHIPS

Position reports to: Business Manager via the  
Indoor Pool and Fitness Centre Coordinator  
Coaching: Lesmurdie Legends Swimming Club Senior Squad and Leadership Team

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### POSITION OBJECTIVES

- Provide strong support to the Indoor Pool and Fitness Centre Coordinator and leadership to the Lesmurdie Legends Swimming Club squad and coaching service program challenging the squad for the best possible results. Be proactive in developing a strong pathway for all swimmers.
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### POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Signature: \_\_\_\_\_  
Carmen Cox DATE

Signature: \_\_\_\_\_  
EMPLOYEE DATE



### **CORPORATE ACCOUNTABILITY**

- Comply with the College's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high level issues.

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### **KEY DUTIES / RESPONSIBILITIES**

#### **Programs**

- Responsibility for planning and administration of all levels of swimming for Lesmurdie Legends Swimming squad, including:
  - Ensure the squad has self-sustaining development and development is targeted to relevant age groups and swim levels.
  - Ensure training plans are developed and delivered for each member of the swimming squad.
  - Seasonal progress of swimmers.
- Ability to provide feedback and make recommendations on possible improvements to the program.
- Establish an environment that is safe and free from foreseeable risks and suitable for the swimmer's abilities.
- Supervise and organise swim equipment required for training, including set-up and pack-up.
- Conduct programs which meet the individualised needs of participants.
- Liaise with Indoor Pool and Fitness Coordinator and Lesmurdie Legends Swimming Club President in order to continually improve service delivery.
- Maintain records related to senior development swimming squad.
- Attend meets and training sessions.

#### **Communication**

- Provide support to the Indoor Pool and Fitness Coordinator and the Lesmurdie Legends club with communication of relevant activities, which may include contributing to:
  - Club notices
  - Team and squad meetings
  - Individual meetings
  - Changes in schedule, new programs and promotion of swimmers

#### **Administration**

- Ensure enquiries regarding squad programs are acknowledged and replied to in a timely manner.
- Availability to conduct assessments of new swimmers, in consultation with the Indoor Pool and Fitness Coordinator.
- Adhere to Code of Conducts, Policies and procedures for St Brigid's College, Mercy Education Ltd, Catholic Education Commission of WA and Lesmurdie Legends Swimming club.
- Ensure completion of daily attendance records.
- Understanding and implementation of the requirements of Swimming Australia Safe Sport Framework.



### General

- Ability to work independently with small groups.
- Develop professional relationships with St Brigid's College staff, Lesmurdie Legend's Swimming club personnel, swim squad members, carers and other pool user groups.
- Maintain currency of qualifications relevant to the position and provide all current to the College Human Resource Officer.
- Understand and participate in safety and emergency procedures.
- Other duties as outlined by the Indoor Pool and Fitness Coordinator

### Interpersonal Skills

- Maintain open and effective communication with all members of the St Brigid's College community.
- Behaviour management in accordance with the College Behaviour management policies.
- Highly organised and motivated individual, with a strong emphasis on following children's emergent interests.
- Committed and reliable and well presented.
- Display great customer service ethic.
- Act as a role model

### Qualifications and Experience

#### Essential:

- Competitive Coach and specialist squad coaching experience
- Competitive Strokes
- Squad training experience
- Current CPR and First Aid
- Current First Aid Certificate
- Current Working With Children (or eligible to obtain one)
- Cleared Department of Education Nationally Coordinated Criminal History Check ( or eligible to obtain one)

#### Desirable:

- Previous experience in the aquatics industry
- Previous experience a competitive environment
- A strong swimming background

### Key Results Areas:

#### *Behavioural Descriptors:*

- Act as a role model, setting examples in language, grooming, hygiene and integrity.
- Demonstrates warmth and compassion, while also being assertive when dealing with standards of behaviour.
- Communicates effectively through face to face interactions with students, colleagues and guardians.
- Demonstrates an understanding of the St Brigid's College Vision and Values by implementing appropriate support for Squad members.
- Use initiative and take responsibility for all tasks undertaken.



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- Exercise judgement and solve problems within the scope of the position.
- Maintain confidentiality at all times.
- Undertake safe work practices.
- Undertake other duties as directed.

### **Experience:**

- Be a highly organised and motivated individualAbility to maintain confidentiality of records and information.
- Ability to maintain both paper-based and electronic records and filing systems.
- Ability to cultivate productive working relationships in a small team environment.
- Strongly developed interpersonal and communication skills, including well developed listening skills.
- Understanding of risk management principles.
- Understanding of the principles of Equal Opportunity, Industrial Democracy and Occupational Health and Safety.
- A clear commitment to the objectives and ethos of Catholic Education.

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### **EXTENT OF AUTHORITY**

Authority to act within established practices and to make decisions within clearly established guidelines.

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