



POSITION DESCRIPTION

Position Title:	Learn to Swim Coordinator
Direct Report:	Aquatic Centre Manager
Executive Report:	Business Manager
Staff Reporting:	Learn to Swim Instructors
Developed:	October 2017
Last Revised:	August 2019

Sunshine Coast Grammar School is a leading independent, regional, co-educational P-12 Christian School located at Forest Glen on the Sunshine Coast, Queensland. As a young and vibrant School continually growing facilities, programs and opportunities for all students, Sunshine Coast Grammar School's latest facility, the Grammar Aquatic Centre consists of a 50-metre FINA certified pool, a fully enclosed Learn to Swim Pool, Gymnasium and Café.

Position Objective

The Learn to Swim Coordinator is responsible to the Aquatic Centre Manager/Head Coach for the development of learn to swim programs at the Sunshine Coast Grammar School Aquatic Centre through the ongoing evaluation of the services and implementation of short and long term business development strategies to create an environment that will maximise participation and increase revenue.

This includes delivery of initiatives to increase participation in learn to swim programs; providing exceptional customer service; determining feasibility, implementing and reviewing all learn to swim programs; maintaining a positive profile for Sunshine Coast Grammar School community; communicating with and developing casual staff to ensure that the delivery of these activities meet industry best practice standards and customer expectations.

Hours of Duties

This position is full-time (38 hours/week) and will operate over a split shift roster and will include a Saturday shift. The hours of work will be determined to meet the demand and needs of the Learn to Swim Program.

Skills, Experience and Qualities required for the Position

- A minimum of 2 years' experience in the sport and recreation industry in a similar program coordination role or related position
- Demonstrated experience in the development and design of learn to swim programs
- Demonstrated personal initiative and ability to work autonomously
- Proven high level of both written and verbal communication skills
- Demonstrated ability to lead and manage a large team of casual Learn to Swim Teachers
- Proven high level of administrative and organisational skills
- Proficiency in using computers and related software applications
- Proven high level planning and organisational skills
- Demonstrated commitment to customer service excellence

Responsibilities

- Implement initiatives and programs to increase participation in learn to swim programs
- Supervise and support Instructors, including monitoring teaching standards
- Assess and allocate Learn to Swim program students to appropriate program
- Review skills and abilities of Learn to Swim program students and conduct student progression assessments.
- Conduct in pool swimming lessons
- Set up and pack down of lanes and equipment
- Maintenance and equipment checks
- Rostering of Learn to Sim Teachers lessons



SUNSHINE COAST
GRAMMAR SCHOOL

Essential Education/Qualifications/Certification requirements for this position:

- Austswim Teacher of Swimming
- Pool Lifeguard
- Current First Aid C and Water Safety
- RLSS Certificate
- CPR
- Current Blue Card (Working with Children) or be eligible to apply for a Blue Card.

Desirable Education/Qualifications/Certification requirements for this position:

- Teacher of babies and toddlers/infants and preschool
- Pool Operator's qualification

Key Selection Criteria:

Applicants must be able to demonstrate that they meet the following criteria.

- Education/Qualifications/Certifications required for the position
- A minimum of 2 years' experience in the sport and recreation industry in a similar program coordination role or related position
- Demonstrated experience in the development and design of learn to swim programs
- Proven experience in increasing participation rates in Learn to Swim Programs.
- High level of administration skills in order to maintain computerised systems and databases
- Well-developed organisational, planning and time management skills and ability to meet deadlines
- Well-developed interpersonal, communication (oral and written) and negotiation skills and the ability to interact with a range of clients
- Strong customer service focus
- Demonstrated ability to lead and manage a large team of casual staff
- Ability to work effectively and enthusiastically in both as an individual and in a team
- Flexibility to meet the changing demands and needs of a Learn to Swim Program
- Current Blue Card or ability to obtain a Blue Card

Work Health and Safety

Staff employed with the Presbyterian and Methodist Schools' Association – Sunshine Coast Grammar School, have responsibilities relating to Work Health and Safety which require staff to recognise and support all of the School's Work Health and Safety Manuals, Policies, and Procedures, in addition to taking reasonable care to ensure the health and safety of yourself and others at the workplace.

The Presbyterian and Methodist Schools' Association is an equal opportunity Employer.

The Presbyterian & Methodist Schools' Association – Sunshine Coast Grammar School reserves the right to amend this Position Description at its discretion in accordance with any legislative and/or operational requirements.