

Position Description

Lead Junior Coach

OVERALL PURPOSE OF THE POSITION

Responsible for planning and coaching a variety of squad programs including the following core functions:

- Coaching squads, including attendance at club nights and swim meets
 - Attend and assist with school related swim meets, championships and training sessions as instructed
 - Undertake lifeguard and pool attendant duties when required
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PRIMARY DUTIES & RESPONSIBILITIES

Coaching – The primary purpose of this role is Lead Junior Coach (primary responsibility to the Barker Junior School). However, they will also at times be required to coach or assist with school groups, senior school squads and intensive programs. This requires well-developed communication and organisational skills, and the ability to teach swimming principles to a variety of skill levels. Components of this function include:

- Conduct all squads in an enthusiastic and professional manner
- Maintain discipline amongst squad members
- Develop and implement annual training plans for assigned squads
- Plan and deliver day-to-day training sessions within a seasonal framework
- Assist swimmers to develop skills and technique, and continually provide feedback throughout training sessions
- Liaise with parents / guardians regarding their children's development and upcoming events
- Attend regular meetings with other coaching staff to discuss swimmers, future plans for the squads, and other issues that may affect the overall performance of the squads
- Attend carnivals as directed, providing swimmers with performance feedback before and after each event
- Provide assistance and guidance to junior coaches

School Swimming – Assist with school programs and meets including:

- Junior School and Secondary School swim meets and Championships
- New student orientation
- Time trials
- Coaching and teaching of school programs
- Administration and coaching support

Barker Aquatic Swim Club

- Participate and assist in Barker Aquatic Club activities
- Encourage membership in Barker Aquatic Club events
- Encourage participation in Barker Aquatic Club events

Lifeguard / Pool Attendant – At times this role will include assisting other staff with the daily supervision of the Aquatic Centre including monitoring its use by internal and /or external customers. This may include performing lifeguard duties, conducting pool water tests, cleaning, and other additional tasks.

SKILLS ESSENTIAL TO THE JOB

Technical:

- High competency delivering squad programs including development and junior squads
- Proficient in first aid and lifeguarding
- Proficient in learn to swim and transition to squad programs
- Computer literacy

Business:

- Sound understanding of the various programs offered by the Aquatic Centre
 - Understand the role of the Aquatic Centre within Barker College
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ESSENTIAL PERSONAL ATTRIBUTES

- Commitment to the School's Mission, Vision and Values.
 - Intelligent, lateral thinker.
 - Self-assessing.
 - Innovative/creative personal style.
 - Eagerness to be challenged.
 - Exceptional personal standards of honesty, integrity and professionalism.
 - Team Player.
 - Strong service orientation with the ability to foster a strong service culture.
 - Excellent presentation skills.
 - Highly refined communication skills, both written and oral.
 - Strong motivation, influencing and team-building skills.
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WORK, HEALTH & SAFETY & ENVIRONMENT

Barker College has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures and their contents. Your WHS obligations include:

- Co-operating with the School in ensuring your safety and the safety of others;
- Following policies, procedures and directions designed to ensure a safe environment;
- Reporting any hazard you identify to your manager or through the School's reporting processes;
- Reporting any injury sustained to your manager or through the School's reporting processes within 24 hours;
- Following emergency evacuation procedures if required;
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties; and
- Undertaking WHS training as deemed relevant.

ACCOUNTABILITY

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
- Flexible working hours including split shifts, after-hours and weekends

QUALIFICATIONS

Requirements:

Professional:

- Foundation Coach
- Current First Aid and Pool Lifeguard qualifications
- Current Swim Australia or Austswim accreditation – teaching experience:
- Minimum 2 years of experience teaching/coaching
- Understanding of swimming performance and training techniques
- Commitment to service excellence and ability to problem solve

Desirable:

Tertiary:

Appropriate university education

ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager:	Head of Sport
The Immediate Manager:	Head Coach/ Director of the Aquatic Centre
This Position:	Lead Junior Coach
Direct Reports:	None

APPROVAL

This position description accurately details the primary duties and responsibilities of the **Lead Junior Coach**

Approved by the Director of the Aquatic Centre on 1 April 2025.

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member:

Signature of Staff Member:

Date:
