

## POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

<b>JOB TITLE</b>	Artemis Aquatics Development Coach and Program Administrator
<b>HOURS OF WORK</b>	<p>Full Time, 38 hours per week</p> <p>Monday – Saturday</p> <p>This position works during school terms and during non-term time.</p> <p>This role will be required to attend swim carnivals and events, including those scheduled on weekends and afterhours. Weekly schedule will be adjusted in consultation and ahead of time.</p>
<b>SCHOOL</b>	<p>Melbourne Girls Grammar</p> <p>Merton Hall Campus – Artemis Centre</p> <p>86 Anderson Street, South Yarra, 3141</p>
<b>FACULTY/DEPT</b>	Artemis Programs
<b>REMUNERATION CLASSIFICATION</b>	Education Services (Schools) General Staff Award 2020
<b>REPORTS TO</b>	Artemis Partnerships and Engagement Manager, and ultimately the Principal.
<b>SUPERVISES</b>	Students of MGGS
<b>POSITION OBJECTIVE</b>	<p>Artemis Aquatics is comprised of a Learn to Swim Program and Swimming Club and was founded in 2017 to inspire our community to become the swimmer they want to be by providing high quality coaching and learning experiences in water safety, skill development and athletic development. We are committed to:</p> <ul style="list-style-type: none"> <li>• Providing an enjoyable, safe, and healthy environment in which swimmers can develop their skills, independence, and self-confidence for a lifelong affinity with the water.</li> <li>• Inspiring and preparing swimmers for the rich experiences, challenges, and rewards of swimming – now and into the future.</li> <li>• Delivering a well-rounded program that emphasises enjoyment, long-term participation, age-appropriate development and supporting students to be their best.</li> </ul> <p>This is achieved through a coaching model that reflects a positive youth sport development approach to learning, personal growth and development, positive engagement and participation, performance, and excellence.</p>



	<p>Artemis Aquatics Swim Club delivers a progressive pathway of competitive and non-competitive squads, catering for beginner squad swimmers right through to emerging and performance swimmers competing at a State and National level – in the pool and open water. The Melbourne Girls Grammar School swim team and program is a core focus of Artemis Aquatics Swim Club.</p> <p>The Artemis Aquatics Program Administrator is responsible for the coordination of all School and Club Squad Programs facilitated by Artemis Aquatics, inclusive of Artemis Aquatics Swim Club, MGGGS Swim Squads - competitive (GSV/SSV) and recreational – and the MGGGS House Swimming program.</p> <p>The Artemis Aquatics Development Coach and Program Administrator will be responsible for:</p> <ol style="list-style-type: none"> <li>1. Program Administration and Operations.</li> <li>2. Swim Coaching and Swimmer Development.</li> <li>3. Learn to Swim Program: Assessments, teaching, curriculum development and review.</li> </ol> <p>Whilst this may vary over the year, the approximate breakdown of hours dedicated to coaching and administration respectively as follows:</p> <p>Coaching / Teaching: 15 – 20 hours / week</p> <p>Administration: 18 – 23 hours / week</p> <p>A roster will be established each term to support the requirements of the role.</p>
<p><b>KEY ACCOUNTABILITIES</b></p>	<p><b>KEY TASKS</b></p>
<p><b>Program Administration and Operations</b></p>	<ul style="list-style-type: none"> <li>• Club and school squad/team related administrative duties, e.g., meet entries, management and tracking of results, competition information to participants, attendance at meets.</li> <li>• Administrative and communication tasks related to intraschool and interschool carnivals including House Swimming Carnivals and Trials, GSV PB Meets, All-Schools, Swimming Victoria events, as well as club meets, State and National championships.</li> <li>• Administrative and communication responsibilities related to managing and implementing effective training camps / weekends for Artemis Aquatics Swim Club.</li> <li>• Work with the Head Coach, Swimming to:             <ul style="list-style-type: none"> <li>○ Plan and implement training and competition schedules for all School and Club programs, including training camps, swim clinics, holiday programs and immersion experiences for current and future participants.</li> <li>○ Ensure squad programs are scheduled, allocated and operating optimally.</li> <li>○ Implement the annual plan.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>• Attend Swim Competitions required.</li> <li>• Assist in the planning and delivery of MGGs (SSV / GSV) Swim Camps / Clinics as required.</li> <li>• Collaborate with Head Coach, Swimming to regularly review, benchmark and evolve Artemis Aquatics Swim Club and programs with the aim of continuous improvement.</li> <li>• Collaborate with Head Coach, Swimming and Head of Sport and Coaching to ensure that Artemis Aquatics Swim Club complements and enriches School programs and vice versa.</li> <li>• Demonstrate proficient use of digital platforms to support efficient administration, operations, and communications.</li> <li>• Work with the Artemis administration and operations team to ensure Visitor and Contractor compliance with the Centre's visitor management system and MGGs guidelines.</li> <li>• Utilise MGGs digital platforms and systems to operate and administrate Artemis Aquatics programs, including but not limited to enrolments, attendance, communications, monitoring.</li> <li>• Accurate filing and storage of all documents and material.</li> </ul>
<p><b>Swim Coaching, Swimmer Development</b></p>	<ul style="list-style-type: none"> <li>• Provide high quality swim coaching.</li> <li>• Demonstrated application of swim development and performance principles and methodologies.</li> <li>• Support the Head Coach Swimming to prepare MGGs swimmers to represent the School and compete in the GSV/ SSV competitions, building a sense of team and positive outcomes in: <ul style="list-style-type: none"> <li>○ Personal growth and wellbeing.</li> <li>○ Participation and community.</li> <li>○ Performance and the pursuit of excellence.</li> </ul> </li> <li>• Support the Head Coach Swimming to prepare Artemis Aquatics swimmers to represent the Club and compete in local, district, school, state, and national age competitions, building a sense of team and positive outcomes as outlined above.</li> <li>• Regular monitoring of development squad swimmers to ensure positive skill and physical development alongside wellbeing outcomes, including attendance and performance tracking in daily training and competition environments.</li> <li>• Foster an inclusive, positive and welcoming training culture and fun environment in which every swimmer feels valued and important to the program.</li> <li>• Foster close and collaborative relationships with colleagues (e.g., coaches, support staff and external health providers) to ensure a holistic approach to skill and physical development, and student-athlete wellbeing.</li> </ul>



	<ul style="list-style-type: none"> <li>• Foster collaborative relationships with MGGs students and their coaches who are members of an external swim club to ensure the student is well managed, supported and welcomed within the school team.</li> <li>• Provide positive leadership, role modelling, and care for all students and support staff involved in Artemis Aquatics.</li> <li>• Work alongside other Sport Program leaders to collaborate and extend expertise in facilitating development of multi-sport student-athlete and effective transference of athletic development capabilities.</li> </ul>
<p><b>Learn to Swim Program: Assessments, Teaching, Administration Support</b></p>	<ul style="list-style-type: none"> <li>• Conduct learn to swim and squad assessments, ensuring correct class / squad allocation, and supporting swimmers to transition through levels.</li> <li>• Teach level 5 and 6 in the Learn to Swim program to provide smooth transition of swimmers from Learn to Swim through to the swim squad programs.</li> <li>• Collaborate with Learn to Swim team on curriculum planning and review, including Morris Hall program.</li> <li>• Support Artemis Administration and operations team in responding to all member and community inquiries regarding Artemis Aquatics Swim Club in a timely manner.</li> <li>• Manage Artemis Aquatics enquiries via phone, email and in person.</li> <li>• Foster a positive and fun environment in the pool environment for all participants, colleagues, and visitors.</li> <li>• High level recordkeeping, file notes, reporting and documentation.</li> <li>• Collaborate with Artemis Aquatics Team to:             <ul style="list-style-type: none"> <li>○ Establish effective communication plans and key responsibilities which ensures all coaches and support staff, swimmers, and families are kept informed.</li> <li>○ Ensure all program literature and information, (e.g., program handbook, season planners, coach guidebook, education material, and resources), is current.</li> <li>○ Ensure School program content on school platforms (eVI) is updated, and Club program content on Artemis Aquatics website is updated.</li> <li>○ Plan, collate and manage marketing and promotional material that can be communicated through mediums such as Instagram, School and Swim Club publications, Artemis Aquatics website.</li> </ul> </li> </ul>
<p><b>PROFESSIONAL DEVELOPMENT</b></p>	<ul style="list-style-type: none"> <li>• Actively participate and share in the professional learning program, opportunities, and development within the Artemis team.</li> <li>• Review and update the eVI Coaches Hub (Swimming) professional learning page for casual coaches.</li> </ul>



	<ul style="list-style-type: none"> <li>Actively participate and attend (other) meetings as part of the mandatory requirements of all staff employed by MGGGS.</li> </ul>
<b>SAFETY AND COMPLIANCE</b>	<p><u>Facility:</u></p> <ul style="list-style-type: none"> <li>Ensure all School policies are adhered to without exception, particularly in regard to Child Safety, OHS, Codes of Conduct, First Aid, Privacy and Positive Relationships and Respectful Workplace.</li> <li>Report to the Artemis Operations Manager (and ultimately Chief Operating Officer) to develop, implement, and review risk assessment portfolio for all swimming and aquatic related activities.</li> <li>Responsible for ensuring a safe, clean, healthy and highly presentable Aquatic Centre which is compliant with MGGGS risk management plans and OH&amp;S requirements at all times.</li> </ul> <p><u>Sport:</u></p> <ul style="list-style-type: none"> <li>Ensure compliance with competition framework, sport integrity and inclusion, selection criteria and sport policy.</li> <li>Ensure compliance with National Sporting Organisation (NSO) and relevant sporting association regulations (e.g., GSV, SSV.)</li> <li>Ensure compliance with sport specific selection policy and processes, sports codes of behaviour, and high-level sports administration. Implement an annual review process for all policies and procedures.</li> <li>Ensure program enrolments, permissions and consent are compliant with MGGGS standards.</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>If required and a regular LTS Teacher cannot be sourced, to teach a session or supervise the pool deck to ensure positive experiences for all participants, and business continuity.</li> <li>Attend assemblies and school events as required by Executive Director, Artemis Programs, and/ or Head of Sport and Coaching.</li> <li>Attend operational and planning meetings, workshops and focus groups as required by Executive Director, Artemis Programs, and/or Head of Sport and Coaching.</li> <li>Be available and accessible to meet with students as required.</li> <li>Any other duties as requested by the Artemis Partnerships and Engagement Manager, and/or the Principal.</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>Greet all visitors - swimmers, students, parents, staff – in a warm, welcoming manner and ensure pool deck is always supervised and well presented.</li> <li>Comply with preferred communication methods used to disseminate information to MGGGS staff, parents and students including eVI and/or MGGGS email.</li> <li>Communicate professionally and effectively with stakeholders including students, parents, MGGGS Staff and external groups.</li> </ul>



	<ul style="list-style-type: none"> <li>• Connect with students and coaches at scheduled training sessions and events by (1) being a visible presence at sessions, and (2) open communication lines with coaches to ensure feedback goes up and down the line.</li> <li>• Report any complaints or issues immediately to the Artemis Partnerships and Engagement Manager, Head of Sport and Coaching, Artemis Operation Manager, or relevant executive staff member.</li> <li>• Ensure all information is updated on eVI. Ensure information is clear and transparent.</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Bronze License Coaching Qualification (or willing to work towards gaining this accreditation.)</li> <li>• Current AUSTSWIM or ASCTA Teacher of Swimming and Water Safety qualification.</li> <li>• Proven experience in coaching swimmers (State Age/ Open qualifiers).</li> <li>• Current First Aid (HLTAID011) and CPR (HLTAID009) certification</li> <li>• Current Pool Lifeguard certification (SISSS00111)</li> <li>• Current Victorian Employee Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) Registration.</li> <li>• Current ASCTA Member.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in Physical Education, Sports Science, Human Movement or Coaching.</li> <li>• AUSTSWIM Assessor certification (or be willing to obtain)</li> </ul>
<b>SKILLS / ATTRIBUTES REQUIRED</b>	<ul style="list-style-type: none"> <li>• Up to date with current trends and professional practices in coaching principles and methodology, and swimming technique development.</li> <li>• High level interpersonal and problem-solving skills with the ability to create an inclusive, fun and productive learning environment.</li> <li>• A self-starter who is passionate about swimming and providing opportunities and positive experiences for children to get involved.</li> <li>• Outstanding communication and presentation skills which support and foster customer service of the highest standard.</li> <li>• Ability to work in a team and maintain a positive and professional approach to students, co-workers and other members of the Aquatics and School community.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• High level of trust, integrity and work ethic.</li> <li>• Proactive, resilient and able to work productively.</li> <li>• Professional and diplomatic approach to work.</li> </ul>



<b>CHILD SAFETY</b>	<p>All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGGS staff employment cycle from recruitment and reference checking to induction, 3 and 6 month review processes and regular staff training and professional development.</p> <p>Employment with Melbourne Girls Grammar is subject to adherence to school policies including the <a href="#">Child Safety Policy</a>, <a href="#">Child Safety Code of Conduct</a> and Child Safety Statement as listed below.</p> <p><b>MGGGS Statement of Commitment to Child Safety</b></p> <ul style="list-style-type: none"><li>• As MGGGS staff, volunteers, contractors, and any other members of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children.</li><li>• We are committed to the safety, participation and empowerment and protecting of all children / students in our care and adhering to our <a href="#">Child Safety Policy</a>.</li><li>• We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.</li><li>• We have zero tolerance of child abuse and are committed to the protection of children from all forms of child abuse and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. Our policies and procedures will provide the name and contact details of staff who have specific responsibilities in relation to child safety and who may receive reports of suspicion of child abuse. Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence.</li><li>• We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.</li><li>• We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.</li><li>• We have robust human resources and recruitment practices for all staff and volunteers.</li><li>• We are committed to regularly training and educating our staff and volunteers on child abuse risks. We support and respect all children, as well as our staff and volunteers.</li><li>• We are committed to the emotional, physical and cultural safety of all children and to providing a safe environment for their learning.</li><li>• We are committed to promoting the cultural safety and participation of Indigenous children, young people and their families.</li><li>• We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.</li></ul>
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To learn more about the history, vision, mission and values of Melbourne Girls Grammar, please visit <https://www.mggs.vic.edu.au/>