



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.

JOB TITLE	Rowing Logistics Co-ordinator
HOURS OF WORK	Casual Mon – Sun, start/finish times fluctuating between 5:30am – 7:00pm
SCHOOL	Melbourne Girls Grammar Senior School (Merton Hall Campus) 86 Anderson Street, South Yarra, 3141 Melbourne Rowing Club 8 Boathouse Drive, Melbourne, 3000 Additional offsite venues as required This role requires regular travel between campuses and rowing venues. You may be expected to arrange your own travel to/from venues.
FACULTY/DEPT	Artemis Programs
REMUNERATION CLASSIFICATION	Educational Services (Schools) General Staff Award 2020
REPORTS TO	The Head of Rowing, Executive Director, Artemis Programs, and ultimately the Principal.
LIAISES WITH	The MHRC, Head of Rowing, Rowing Coordinators, Rowing Coaches, Executive Director Artemis Programs, the Principal, Local River Users Groups e.g., Other Schools, Rowing Victoria and any other relevant stakeholders.
SUPERVISES	Students in Years 8–12 during rowing training sessions, regattas, camps and other rowing activities when rostered for coaching or supervision duties.
POSITION OBJECTIVE	The Rowing Logistics Co-ordinator is responsible for the effective coordination, delivery and continuous improvement of the logistical and operational requirements of the MGGS Rowing Program, contributing to the safe, efficient and successful delivery of each rowing season. This includes the maintenance, management and transportation of rowing equipment,



	upkeep of equipment storage areas and facilities, and logistical support for training, regattas and other program activities. As a member of the Rowing Team, the Rowing Logistics Co-ordinator is responsible for complying with the Rowing Safety Management Plan (SMP), regularly reviewing relevant safety procedures, and advising the Head of Rowing on matters relating to the safe operation of the program, both on and around the water.
KEY ACCOUNTABILITIES	KEY TASKS
Equipment and Logistics	• Coordinate and support the logistical requirements of rowing camps, regattas, training sessions and other program activities, ensuring equipment is transported, prepared and available for use in a safe and timely manner. • Coordinate regatta logistics, including the safe and efficient loading, securing, transportation and unloading of boats, oars and associated equipment. • Support the Head of Rowing in implementing the Asset Turnover Plan, including monitoring equipment condition and identifying future maintenance, replacement and purchasing requirements. • Safely tow rowing trailers and transport boats and equipment between venues as required, in accordance with relevant safety procedures and regulations. • Attend Junior, Intermediate and Senior rowing sessions, camps and regattas as directed by the Head of Rowing, providing practical operational support including: ○ Preparing and packing away boats, oars and equipment before and after sessions. ○ Rigging and preparing boats and equipment for training and competition. ○ Assisting with the safe launching and retrieval of rowing boats and coaching boats. ○ Responding to equipment issues, breakages and other operational requirements as they arise. • Promote a culture of care and responsibility for rowing equipment by providing practical guidance and support to coaches and students in the safe handling, use, storage and maintenance of equipment.



Coaching	• Provide high-quality coaching, when required, in line with the MGGS Model of Rowing and relevant School policies and procedures.
Safety, Risk and Compliance	• Comply with the Rowing Safety Management Plan (SMP), regularly review relevant operational safety procedures and risk assessments, and advise the Head of Rowing of any identified risks or required improvements. • Ensure rowing boats, trailers, coaching boats and associated equipment are maintained, operated and transported safely, in accordance with relevant legislation, regulations and safety standards. • Maintain current knowledge of relevant Victorian regulations and requirements relating to equipment safety, boat operations, trailers and towing, including those administered by VicRoads, Safe Transport Victoria and Parks Victoria. Communicate relevant changes or compliance requirements to the Head of Rowing. • Support the Head of Rowing to ensure appropriate licences, qualifications and authorisations are held by personnel operating vehicles, trailers, coaching boats and other equipment, and provide practical guidance to coaches and students on safe equipment handling and use. • Undertake routine equipment safety checks, identify and report hazards, defects or maintenance requirements, and take appropriate action to mitigate risks, including removing unsafe equipment from use. • Support the Head of Rowing and relevant School personnel in implementing safety procedures, responding to incidents and maintaining appropriate operational and compliance records.
Communication	• Communicate professionally, respectfully and effectively with students, coaches, MGGS staff, parents and external stakeholders. • Maintain regular communication with the Head of Rowing, Rowing Coordinators and coaches regarding operational matters, equipment requirements, logistics, safety concerns and upcoming activities. • Ability to communicate technical information, including equipment handling, rigging and maintenance procedures, in a clear, practical and accessible manner. • Attend scheduled meetings with the Head of Rowing and relevant Rowing Team members to review operational priorities, upcoming activities and equipment requirements.



	Use approved School communication platforms and channels, as appropriate to the role, ensuring information is accurate, timely and professional.
QUALIFICATIONS	<i>Essential</i> - Current Victorian Employee Working with Children Check; - Current First Aid and CPR qualifications (HLTAID009 and HLTAID011); - Current Full Victorian Driver's Licence; - Current Victorian Recreational Boat Operator Licence; - Medium Rigid (MR) - Heavy Vehicle Licence; - NCAS Level 1 Coaching Accreditation (Rowing); - Community Coaching Essential Skills Course. <i>Desirable</i> - NCAS Level 2 Coaching Accreditation (Rowing); - Relevant qualification in boat maintenance and repairs or mechanics;
SKILLS & KNOWLEDGE	<i>Essential</i> - Demonstrated experience and competency in safely towing trailers and transporting rowing boats and equipment. - Knowledge and experience in rowing operations, including boatshed management, boat rigging, equipment maintenance and care. - Sound understanding of occupational health and safety (OHS), risk management and compliance requirements. - Experience working with young people in a school, sporting or similar environment. - Strong organisational, communication and interpersonal skills, with the ability to build positive working relationships and manage competing priorities. - Strong attention to detail, sound digital literacy and a practical approach to equipment management and operational tasks. - Demonstrated reliability, initiative and ability to work both independently and collaboratively. <i>Desirable</i> - Practical mechanical, carpentry or general maintenance skills, with the ability to undertake minor repairs and equipment adjustments.



	Working knowledge of rowing competition rules, regulations and regatta operations.
CHILD SAFETY OBLIGATIONS/ REQUIREMENTS	- Must have experience working with children. - Demonstrated ability to follow child safety protocols when supervising children and young people in relation to child safety. - Must be able to demonstrate an understanding of appropriate behaviours when engaging with children. - Abide by all MGGS Child Safety Policies and Codes of Conduct and demonstrate active commitment to the MGGS Statement of Commitment to Child Safety. - Demonstrated commitment to promote Aboriginal cultural safety and awareness and the safety of Aboriginal children and/or communities. - Demonstrated ability to promote the safety, wellbeing and inclusion of all children including those with a disability or those from culturally and/or linguistically diverse backgrounds
SPORT SPECIFIC SAFETY	- Maintain an incident log, complete incident forms and notify Head of Rowing and RV where required. - Maintain current knowledge of RV policies and procedures, changes in relevant legislation and support staff regarding safety policies and processes where relevant. - Report to the Head of Rowing on day-to-day safety issues together with the results of a risk assessment and safety audit. - Take due regard of any advice or direction provided by any relevant water authority relating to local water or weather conditions and amend risk assessments and safety plans accordingly. - Exercise authority, in conjunction with the Head of Rowing and Rowing Coordinators to suspend boating activities where the conditions are seen to be unsafe.
OTHER	Any other duties as requested by the Head of Rowing, Executive Director of Artemis Programs or the Principal.
CHILD SAFETY	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 MGGS staff employment cycle from recruitment and reference checking to induction, review processes and regular staff training and professional development.



	Employment with Melbourne Girls Grammar is subject to adherence to school policies including the <u>Child Safety Policy</u>, <u>Child Safety Code of Conduct</u> and Child Safety Statement as listed below. MGGS Statement of Commitment to Child Safety • As MGGS 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. • We are committed to the safety, participation and empowerment and protecting of all children / students in our care and adhering to our <u>Child Safety Policy</u>. • 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. • 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. • We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. • We are committed to preventing child abuse, identifying risks early and removing and reducing these risks. • We have robust human resources and recruitment practices for all staff and volunteers. • 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. • We are committed to the emotional, physical and cultural safety of all children and to providing a safe environment for their learning. • We are committed to promoting the cultural safety and participation of Indigenous children, young people and their families. • We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.
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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/>

Reference	Rev	Date	Page	Authorised By	Signed by Employee
Logistics Co-ordinator	2	October 2026	6 of 6	The Principal	_____/_____/____