

Job Title:	Director of Swimming (Head Coach)	Job Group:	Coaching Team
Location:	Craigie Leisure Centre (WA)	Travel Required:	Occasional
Level/Salary Range:	\$65k – \$85k per annum, including super	Position Type:	Full Time
HR Contact:	Sonia Knox	Date Posted:	May 2019
Reports to:	President, Breakers Swim Club WA		
External Posting URL	TBC		
Job Reference:	2019/1DOS		
Applications Accepted By:			
Email: president@breakerswaswimclub.org Subject Line: Application Head Coach Ref: 2019/1DOS			
Hours of work:			
<p>Normal hours of work are Monday to Friday and Saturday mornings with some weekend work with the hours of duty determined in consultation and arrangement of the President, Club Executive Committee.</p> <p>Hours will average 38 hours per week.</p> <p>All employees are encouraged to work flexibility, by varying daily hours and days of work where appropriate. No time in lieu arrangement exists for additional hours worked, as the remuneration package reflects the full extent of the commitment.</p>			
Job Description			
<p>Provide strong leadership to the Club swimming squad and coaching service program with the view to achieving the best possible results at a Local Community, West Australian state, Australian National level. Targeting to build a strong pathway for all swimmers.</p> <p>Program Management</p> <ul style="list-style-type: none"> • Responsible for the organisation of all levels of swimming at Breakers & West Swim (Craigie Leisure Centre) with the target to develop the club based on the strategic directions set, which will include: <ul style="list-style-type: none"> ○ Ensure self-sustaining development and suitable age group based squads ○ Ensure that training plans are in place for all squads, including land based activities ○ Oversee seasonal progress of athletes ○ Developed pathway for competitive swimmers leading towards the Northern HP (WAIS) program, where appropriate. • Attend meets, training sessions and • In conjunction with the Club's registrar and coaching staff, select teams for competition • Set training schedules, squads and criteria for advancement in consultation with squad coaches • Secure pool/lane hire to service the Club's requirements, taking into account appropriate coach-to-swimmer and swimmer-to-lane efficiencies • Coordinate seasonal meet calendar's consistent with the needs of the club, individual squads, athletes and their families in consultation with each squad coach • Assign necessary staff for all scheduled meets and training sessions • Upon approval of the committee, has the responsibility to implement and run any clinics and other programs as needed <p>Staff management</p>			

- Participate in the recruitment and ensure the retention of the coaching team within the budget and guidelines determined by Club Committee
- Identify coaches that have specific abilities or who can help in specific areas
- Take responsibility for ensuring appropriate placement of staff within the squad program and for educating, supervising and mentoring coaching team members
- Create a coaching team where depth and upward mobility are key factors
- Ensure healthy coach/athlete relationships
- Plan coaching team meetings at least once a month

Communication

- Provide monthly reports to the Club committee in consolidation with the coaching team
- Communicate regularly with membership via contribution to the weekly club notices, team and squad meetings and individual meetings as needed
- Communicate with administration staff regarding changes in schedule, new programs and promotion of swimmers between squads

Administration

- Reply to specific enquiries regarding squad programs
- Be available to conduct assessments of new swimmers
- Administer squad policies and procedures
- Oversee the maintenance of daily attendance records
- Ensure updated information is provided to the club website manager on a regular basis

Financial management

- Take part in planning the annual budget
- Maintain staffing levels and program costs consistent with the agreed operating forecast

Business development

- Seek and develop new business opportunities including, but not limited to, school programs, sourcing new facilities, squad and learn to swim programs

Qualifications and Education Requirements

- Coaching accreditation – ASCTA Silver or Higher and Lv1 Strength & Conditioning
- Previous proven experience as a Head Coach or Senior Head Coach role within a swimming club environment
- Experience in coaching a number of National level athletes and attending National level competitions
- Senior First Aid
- Working with Children
- National Police Clearance

Preferred Skills

- Coach's should exhibit high level of skills in the following areas:
- Communication – at a variety of levels including swimmers, parents, committees and community organisations
- Leadership and motivational ability within individual and team
- Technical knowledge of swimming strokes and training for competitive and inclusive swimming
- Seasonal to session planning to get the best performance for each swimmer
- Group teaching ability to athletes at various age groups
- Compliance with Privacy Act requirements to protect the interests of all members
- Confidentiality in terms of protecting the Club's performance & commercial interests

- Ability to cope with change and demonstrated flexibility to adapt to change
- Sounds decision making an use of initiative to provide solutions
- Excellent organisational and time management skills
- Demonstrated desire for self-development;
- Business / financial knowledge, particularly in the area of squad programs

Desirable

- Conflict resolution and negotiation skills
- Tertiary qualifications in human movement, health science or sports management would be extremely desirable
- Attended international meets

Reviewed By:	Name	Date:	
Approved By:	Name	Date:	
Last Updated By:	Sonia Knox	Date/Time:	23 rd April 2019

Position Accountabilities

Key Responsibility Area	Accountabilities	Key Performance Indicators
Stakeholder Management / Relationships	<p>Ensure effective communication with key internal stakeholders of the club including coaches (both Club and West swim), swimmers, parents, Executive & Committee members;</p> <p>Ensure effective communication with major external stakeholders of the club includes Swimming WA;</p> <p>Ensure effective communication with key external stakeholders of the club including the facility owners and operators and administration staff;</p> <p>Proactively manage, educate, mentor and build relationships with swimmers in the National Development, Age, Open and youth programs;</p> <p>Network at coaches conferences, dinners and workshops;</p> <p>Support the Club Leaders program as required;</p>	<p>Strong and effective communication with key stakeholders achieved</p> <p>Effective management of swimmers achieved</p>
Program Design, Development & Implementation	<p>Ensure high levels of performance by swimmers and coaches at a local, State and National level;</p> <p>Coach National Open &/ Age squad on a daily basis and attend relevant competitions;</p> <p>Proactively assist with the coaching of all level squads as required;</p> <p>Establish and implement individual swimmer objectives for each athlete, which may include introducing programs which (may not be at a National - intensive program) support local swimming whether through surf club, Open Water, Water Polo, or other active participation of sport, with the overall objective to keep people swimming;</p> <p>Establish relationship with Northern (WAIS) High Performance coaching team and squad members, to build a strong talent identification process;</p> <p>Ensure that effective squad structures are in place for the squad program, including ability to support diversity in swimming ability, whether be Open Water, Multiclass or other;</p> <p>Ensure the guidelines for squad progression/ swimmer pathways are followed;</p> <p>Assist coaching school teams as required on an on-going basis;</p>	<p>Excellent results gained at Local, State and National level;</p> <p>Outstanding coaching provided to Age group swimmers;</p> <p>Effective squad progressions achieved;</p>
Personal Behaviour & Role Modelling	<p>Ensure strong leadership and excellent communication is provided to club members in the club environment and squad programs; Lead and promote the Club to the wider swimming and sports community;</p>	<p>Outstanding leadership of club members and squad program participants;</p>
Staff Management	<p>Ensure that leadership, direction, supervision and support is provided to all coaching staff;</p> <p>Actively participate in the monthly Coach meetings and fortnightly Senior coach meetings;</p> <p>Ensure that casual (West swim) coaches are used effectively to add value to the squad program and Club;</p>	<p>Proactive leadership and guidance provided to coaching staff;</p> <p>Conduct a bi-annual performance review for senior coach, provide</p>

	<p>Ensure coaches (including West swim coaches, where required) are allocated to attend all local, junior, age & open group competitions;</p> <p>Assist in the recruitment of coaches (alongside either the club or West Swim) as necessary;</p> <p>Manage the performance appraisals and feedback for all coaches;</p> <p>Ensure position descriptions are completed and relevant to coach / squad allocations;</p> <p>Ensure that all staff are appropriately trained and qualified for their roles, including police clearance & Working with Children Checks;</p> <p>Oversee the training and professional development of all coaches;</p> <p>Ensure coaches are involved in external coaching environments eg: SWA development squads, school development squads etc as part of their development</p>	<p>feedback to West Swim regarding casual staff;</p> <p>Ensure age coaches participate in a minimum one development activity each year;</p>
Administration - Business Planning, Financial Control, Reporting	<p>Provide input into and assist with the review of the 'Squad Operational Plan' every 6 months (providing advice and feedback to both West Swim and the Club);</p> <p>Assist with squad administration duties as required;</p> <p>Attend monthly Committee and/or Executive meetings as required;</p> <p>Provide leadership and direction to the Committee to ensure activities parallel the coaching and competition programs;</p> <p>Liaise with Committee Members as required throughout each season.</p>	<p>Active participation in Squad Operational Plan;</p> <p>Squad administration duties completed in a timely manner;</p> <p>Attend Committee meetings as required;</p>
Public Relations & Promotion of	<p>Ensure that every opportunity is taken to promote the Club and squad program in the best light possible;</p> <p>Ensure excellent results at State and National level, to retain current swimmers and attract new swimmers to WCSC;</p>	<p>Proactive building of relationship with all swimmers</p>
Continuous Improvement	<p>Attend and / or lecture at the ASCTA or ASCTWA Conference;</p> <p>Assist with internal clinics to promote the Club, our coaches and the sport;</p> <p>Ensure coaching methods and appropriate staff training are implemented and adhered to;</p> <p>To actively develop coaching skills, technical knowledge, personal communication and leadership skills through mentoring and training;</p>	<p>Attendance at a minimum of one development opportunity each year</p>
Projects as requested	<p>Assist with projects as required from time to time. These may include Squad Operational Plan or new projects that come up from time to time;</p>	

Key Performance Indicators Summary

The performance of the Head Coach will be measured against

1. The KPIS listed in the table above
2. Any other agreed KPI's established during the course of employment

Position accountabilities and KPI's will be updated as part of the review process to ensure the position is aligned with the club and organisations' objective and strategic plan.

Reporting Structure/ Key Relationships

Reports to: President, Breakers Swim Club WA

Key Internal Liaisons: Treasurer, Secretary, Vice President, Team Co-ordinator, Club Development Officer, Registrar

Direct Reports: Senior Coach and casual West Swim coaches

Key External Liaisons: Swimming Australia, Swimming WA, West Swim, Craigie Leisure, WAIS

Hierarchical Structure (per below)

