

<b>Job Title:</b>	Senior Coach	<b>Job Group:</b>	Coaching Team
<b>Location:</b>	Craigie Leisure Centre (WA)	<b>Travel Required:</b>	Occasional
<b>Level/Salary Range:</b>	\$25k - \$45k per annum, including super	<b>Position Type:</b>	Part Time
<b>HR Contact:</b>	Sonia Knox	<b>Date Posted:</b>	May 2019
<b>Reports to:</b>	Director of Swimming, Breakers Swim Club		
<b>External Posting URL</b>			
<b>Job Reference:</b>	2019/1SC		

**Applications Accepted By:**

Email: president@breakerswaswimclub.org  
 Subject Line: Application Senior Coach Ref: 2019/1SC

**Hours of work:**

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.  
 Hours will average approximately 20 per week, though this may be reviewed dependent on any squad program review and under direction of the Director of Swimming.  
 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.

**Job Description**

Provide strong support to the club Director of Swimming and leadership to the swimming squads 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.

**Program Management**

1. Responsible for contribution to the planning and administration of all levels of swimming at Breakers & West Swim (Craigie Leisure Centre), which includes:
  - a. Ensuring squads have self-sustaining development and are suitable for targeted age groups
  - b. Ensuring training plans are in place for all squads, including land based activities
  - c. Seasonal progress of athletes
2. Attend meets, training sessions and drills
3. In conjunction with the Director of Swimming contribute to teams selections for competition
4. Consult with coaching team for advancement through the squad pathways
5. Contribution to the coordination of seasonal meet calendar's
6. Assign necessary staff for all scheduled meets and training sessions

**Communication**

1. Support communication activities related to the club, which may include contribution to:
  - a. the weekly club notices,
  - b. team and squad meetings and
  - c. individual meetings as needed
2. Support the Director of Swimming with any communication to the administration staff regarding changes in schedule, new programs and promotion of swimmers between squads

**Administration**

1. Reply to specific enquiries regarding squad programs
2. Be available to conduct assessments of new swimmers, in consultation with the Director of Swimming
3. Adhere to squad policies and procedures
4. Oversee the completion of daily attendance records
5. Ensure updated information is provided to the club website manager on a regular basis, in consultation of the Director of Swimming

**Financial management**

1. Take part in planning the annual budget,

**Policies and Procedures**

1. Follow the clubs constitution, rules and procedures
2. Ensure ongoing coaching qualifications are up to date
3. Understanding and implementation of the requirements under the Swimming Australia Safe Sport Framework

**Qualifications and Education Requirements**

- Bronze license preferred
- Previous proven experience in a coaching role up to competitive levels
- Working with Children
- National Police Clearance
- Current First Aid

**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
- Proven ability to work in a team environment
- 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
- Sound decision making an use of initiative to provide solutions
- Excellent organisational and time management skills
- Demonstrated desire for self-development;

**Desirable**

- Conflict resolution and negotiation skills

Reviewed By:	Name	Date:	
Approved By:	Name	Date:	
Last Updated By:	Sonia Knox	Date/Time:	23 <sup>rd</sup> 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 &amp; Committee members;</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 participating in all squads;</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 level;</p> <p>Coach squads 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;</p> <p>Establish relationship with coaching team and squad members, to build a strong talent identification process;</p> <p>Ensure the guidelines for squad progression/ swimmer pathways are followed;</p> <p>Assist by coaching school teams as required on an on-going basis</p>	<p>Excellent results gained at Local, State 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>On occasion to support Director of Swimming:</p> <ul style="list-style-type: none"> <li>• Ensure that casual (West swim) coaches are used effectively to add value to the squad program and Club;</li> <li>• Ensure coaches (including West swim coaches, where required) are allocated to attend all local, junior, age &amp; open group competitions;</li> </ul>	<p>Proactive leadership and guidance provided to coaching staff;</p>
Administration - Business Planning, Financial Control, Reporting	<p>Provide input into and assist the club Director of Swimming 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>Active participation in Squad Operational Plan;</p> <p>Squad administration duties completed in a timely manner;</p>

	Attend monthly Committee and/or Executive meetings as required, as requested in lieu of the club Director of Swimming; Liaise with Committee Members as required throughout each season.	Attend Committee meetings as required;
Public Relations & Promotion of	Ensure that every opportunity is taken to promote the Club and squad program in the best light possible; Ensure excellent results at State and National level, to retain current swimmers and attract new swimmers to WCSC;	Proactive building of relationship with all swimmers
Continuous Improvement	Attend the ASCTA or ASCTWA Conference; Assist with internal clinics to promote the Club, our coaches and the sport; To actively develop coaching skills, technical knowledge, personal communication and leadership skills through mentoring and training;	Attendance at a minimum of one development opportunity each year

### Key Performance Indicators Summary

The performance of the Senior 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:** Director of Swimming, Breakers Swim Club WA

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

**Direct Reports:** Nil

**Key External Liaisons:** West Swim, Craigie Leisure

**Hierarchical Structure** (per below)

