



Learn to Swim Coordinator

Roseville College is an established, respected independent day school for girls in Preparatory to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

KEY INFORMATION

- Immediate start or by negotiation
- Permanent opportunity
- Establish and lead our new Learn to Swim program

BROAD OBJECTIVE

Roseville College is seeking an enthusiastic and experienced Learn to Swim Coordinator to establish and lead our new Learn to Swim program at our state-of-the-art school pool. This is a unique opportunity to create a program that promotes water safety and swimming skills for students of all ages and abilities. The successful candidate will be responsible for developing a comprehensive swim curriculum, coordinating classes, managing instructors, and ensuring a safe and supportive environment for all participants.

The Learn to Swim Coordinator working hours include Monday to Friday from 2 to 6:30 pm and Saturday 8 am-2.30 pm.

Flexibility around hours may be required from time to time.

KEY RELATIONSHIP

- Principal
- Deputy Principal
- Director of Cocurricular
- Head of Swimming and Pool Operations
- Head of Sport and PDHPE
- Cocurricular administrator
- Facilities Manager
- Swimming coaches
- External suppliers and contractors

REPORTS TO

Head of Swimming and Pool Operations

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Proven experience in a similar role, preferably within a school or community setting.
- Current Austswim or Swim Australia Teacher of Swimming and Water Safety qualifications.
- Current First Aid, CPR, and Pool Lifeguard certificates.
- Strong organisational and leadership skills, with the ability to manage multiple tasks and staff.
- Excellent communication skills, with a focus on customer service and community engagement.
- Passionate about water safety and swimming education.
- Previous experience in a role inside the Aquatic industry.
- Previous experience within administration.
- Experience in a Deck Supervisor position desired.
- Good customer relation skills.
- Excellent time management, organisational, planning and prioritisation skills.
- Effective interpersonal and customer service skills.
- Negotiation, conflict management skills.
- Actively support the Christian mission and values of the College.

APPLICATIONS

Applicants must submit a full application, addressed to The Principal, including application form, a relevant cover letter, resume and supporting documents through the College website: <https://www.roseville.nsw.edu.au/careers/>

However please note, interviews may commence upon receipt of suitable applicants.

Applications close: 9 October 2024

Roseville College is a member of The Anglican Schools Corporation (ASC).