



Position Description

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.

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 relationships

- 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

Direct reports

- Swimming instructors

Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.

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Learn to Swim Coordinator

Key responsibilities

General:

- Program Development: Design and implement a structured Learn to Swim curriculum tailored to various age groups and skill levels, ensuring alignment with Australian Swimming and Water Safety Standards.
- Class Coordination: Schedule and manage swim classes, balancing student needs with instructor availability to optimise pool use and learning outcomes.
- Staff Management: Recruit, train, and supervise a team of swim instructors and lifeguards, fostering a positive and professional teaching environment.
- Take and manage phone calls, messages and email enquiries in relation to swim centre bookings.
- Administration: Manage enrolments, maintain accurate records of student progress, and handle administrative tasks related to the program's operation.
- Liaise with all staff members to assist with monitoring, tracking and communicating the progress of all swimmers within the program.
- Undertake general duties such as photocopying, binding, scanning, filing and mail outs as required.
- Process time sheets and complete a period summary for the payroll office at the end of each fortnight.
- Liaise with Head of Swimming and Pool Operations regarding customer and staffing issues.
- Liaise with Head of Swimming and Pool Operations regarding the development of instructors.
- Liaise with the Head of Swimming and Pool Operations on changes to staff rosters.
 - Notify swim instructors of any variations to their rosters for the following month (if applicable).
 - Confirm staff rosters before the start of each term (if applicable).
 - Confirm swim instructors' rosters for holiday programs.
- Responsible for monitoring the staff accreditation to ensure no staff is rostered to work without current and/or relevant qualifications for their position.

Finance:

- Process monthly direct debit runs for customer accounts.
- Produce monthly outstanding account report and oversee the contact of customers regarding payments.
- Conduct stock take of point-of-sale products at the end of each quarter.

Classes:

- Re-assess class numbers and levels for the following month or term.
- Assess and evaluate individual student swimming progress and levels.
- Create holiday intensive classes at the beginning of the school term.
- Roll over term bookings (if applicable).
- Remove students' bookings (term only); making sure direct deposits have been checked first.

Administration:

- Enter direct debit forms.
- Oversee the running of all pool/centre bookings including:
 - Liaising with clients and issuing booking confirmations;
 - Collect consent forms and conduct class grading (if applicable);

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- Coordinate staff for bookings and;
 - Issue invoices to clients and follow up payments.
- Produce quarterly timetables in consultation with the Head of Swimming and Pool Operations
 - Learn to Swim.
 - Squads.
 - Lane Allocations.
 - Specialised Programs e.g. Roseville Squads.
- Process Lesson Cancellations forms and requests for refunds.
- Liaise with Head of Swimming and Pool Operations regarding issues and future planning.
- Ensure merchandise and stationery is sufficient with the needs of the centre.

Child safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

Risk and compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.
- Reporting all accidents, incidents and hazards to their supervisors as soon as is practicable

Additional responsibilities

- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

Skills and experience

- 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.

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- Demonstrates a personal commitment to learning.
- Approachable, service orientated and team player mindset
- Demonstrated commitment to Christian values

Qualifications

- 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.

Essential characteristics

- Actively supportive of the Christian mission and values of the College.
- Collegial, collaborative, and able to work well in a team.
- Adaptable and able to work well under pressure in a fast-paced environment.
- Flexible and responsive to change.
- Excellent organisational skills.
- Exceptional interpersonal and communication skills.
- Customer focused and results driven.

This position description is subject to change based on College requirements.

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