



Pymble Ladies' College

POSITION DESCRIPTION

Title: Sports Co-ordinator - Rowing

Reports to: Head of Sport 7-12

POSITION SUMMARY

In collaboration with the Head Coach - Rowing, squad coaches and co-ordinators, this position manages the facilitation of a safe, professional and well organised rowing program to all students at the College and all members of the *Pymble* rowing team.

The Sports Co-ordinator - Rowing will provide leadership, organisation and supervision for all aspects of the rowing structure to ensure a highly competitive and successful program as well as management of the Boat Shed.

ROLE RESPONSIBILITIES

1. Facilitation of the Rowing Program

- 1.1 Work with all rowing staff in the development of consistent processes and procedures.
- 1.2 Facilitate the entry of appropriate crews into regattas and appropriate competitions when required.
- 1.3 Maintain effective records of attendance and achievements of students.
- 1.4 Communicate administrative tasks such as newsletter articles, web page information, online form information and results to the Sport and Activities Administrator in a timely manner.
- 1.5 Keep abreast of matters pertaining to the Rowing Supporters Group and attend Rowing Support Group meetings and Liaise with the Rowing Support Group regarding the teams' requirements and support required.
- 1.6 Organise appropriate staffing for regattas and training sessions.
- 1.7 Inspect, stocktake and order equipment for the program through the Head of Sport and Director of Sport.

- 1.8 Facilitate the preventative maintenance program for all rowing equipment including the winterisation of the fleet.
- 1.9 Set clear expectations for students, staff and parents in support of the *Pymble* Code of Conduct for all events, camps, tours, competitions and training sessions.
- 1.10 Agree to, update and work from the Rowing Program Management document.
- 1.11 Ensure the program plans of the Head Coach are managed and maintain regular communication with the Head Coach.
- 1.12 Prepare weekly rowing newsletter Backsplash.
- 1.13 Ensure all invoices sent through promptly to the Head of Sport and Director of Sport.
- 1.14 Investigate and book all necessary accommodation and travel requirements for rowing camps and specialist sessions when required.
- 1.15 Follow, update and make recommendations for the Pymble Ladies' College Rowing Safety Management Plan.
- 1.16 Organise boat and equipment allocation and logistics associated with training and regatta attendance.
- 1.17 Maintain Pymble Ladies' College representation on all committee's associated with the running of the rowing season (Head of the River Committee, IGSSA, NSWRA, Building Committee).
- 1.18 Organise or assist with organising transport and logistic requirements of the rowing season, including assisting with minibus driving when required.
- 1.19 Support the College's co-curricular program.

2. Boat Shed Management

- 2.1 Facilitate general day to day running and maintenance of the Boat Shed located at Leichardt Rowing Club.
- 2.2 Co-ordinate Boat Shed Workplace Health and Safety to required standards.
- 2.3 Conduct basic boat maintenance including replacing spare parts and minor repairs as well as maintenance of coach boats; annual servicing and registrations.
- 2.4 Responsibility for maintenance of:-
 - rowing technology such as charging stations; Cox Boxes, Stroke Coaches, megaphones
 - fuel; filling tanks, servicing engines

- compliance for safety equipment; coach boat equipment, life jackets, boat lights in working order
- first aid equipment and requirements for the Boat Shed

2.5 Assisting with boat trailer driving when required.

3. Student Welfare and Development

3.1 Structure the program and expectations to facilitate a positive and supportive culture within the program.

3.2 Provide a safe and secure competition and training environment for all rowers and coaches.

3.3 Liaise with students on a regular basis and facilitate and provide appropriate support when necessary.

4. Relationship Management

4.1 Develop a strong, professional relationship with staff, students and parents at the College.

4.2 Embrace the concept of team and demonstrate a respect for the value of professionals working towards the attainment of a shared vision, in particular the other sports and activities in the College.

4.3 Work with the Leichhardt members and specifically the Captain of the Club on all matters pertaining to the joint venture and sharing of the Club's facilities.

5. Communication

5.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

6. Risk and Compliance

6.1 Report directly to the Principal on any matters relating to child protection.

6.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

7. Professional Learning

7.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

8. Other duties may be required from time to time

PERSONAL CAPABILITIES

- Willingness to support the ethos and values of the College.
- Minimum of 3 years' experience working in a school sporting environment.
- Experience in coordinating sporting programs in a school environment.
- Excellent people and relationship management skills.
- Current car licence (NSW Light rigid licence is desirable).
- Strong administrative, management and organisational skills.