

## Role Description

### Sports Coordinator/Aquatic Administrator

#### Purpose and Outline of Role

The Sports Coordinator/Aquatic Administrator is responsible for facilitating safe, professional and well-organised sporting programs at Queenwood. This role will assist the Director of Sport and the Head of Sport Operations 7-12 with the daily management and organisation of sport in the Senior School, whilst also reviewing and managing the quality of coaches within each program. This role will also assist with the Aquatic administration related to the Swimming and Learn to Swim programs.

Sporting programs are an integral part of the co-curricular offering at Queenwood and are designed to foster in students' skills and qualities that will equip them for purposeful and fulfilling lives: responsibility, teamwork, interdependence and leadership, and the promotion of health, wellbeing, and enjoyment of physical activity.

#### Reporting Relationships

The Sports Coordinator/Aquatics Administrator will ultimately report to the Principal or their delegated authority and directly to the Director of Sport & Head of Sport Operations 7-12 in the Senior School. This position will also work closely with the Swimming Head Coach/Aquatic Manager and Sports Coordinator/Coach Developer.

#### Employment Basis

This is a permanent full-time position to commence Monday, 13 January 2025, although the start date may be negotiable for the right candidate.

The Sports Coordinator/Aquatic Administrator will work 38 hours per week, to be distributed Monday to Friday. Some reasonable additional hours on Saturdays during Competition season. Some work on Sundays or public holidays may be required in this role. As the work arises primarily during term-time, annual leave must be taken outside term-time.

#### Role Responsibilities

The key responsibility of the Sports Coordinator/Aquatic Administrator is to assist with coordinating sports programs and delivering high quality programs across multiple sporting disciplines at Queenwood. To this end key responsibilities will include:

The Sports Coordinator/Aquatic Administrator:

- Assist the Queenwood Swimming Head Coach & Aquatic Manager in the Learn To Swim Program (LTS) Administrative Duties such as bookings, invoicing and communication to Parents/Queenwood Community.
- Work alongside Head Coaches to coordinate and deliver a variety of sports including, but not limited to, an IGSA Sport each school term.
- Work alongside the Queenwood Swimming Head Coach & Aquatics Manager to coordinate & deliver the Queenwood Water Polo Program.



- Assist the Swimming Head Coach & Aquatic Manager in administrative duties required for the Queenwood Swimming Carnival and IGSA Swim & Dive Carnival.
- Attending the Queenwood Swimming Carnivals & Annual IGSA Swim & Dive Carnival.
- Support the Queenwood Sports Department in administrative duties such as Council bookings, bus bookings, assembly presentations, Clipboard data entry, and student participation tracking.
- Work alongside the Sports Coordinator/Coach Developer to ensure there are sufficient quality and quantity of coaches to meet the needs of the Sport.
- Perform such other duties as the Director of Sport or Head of Sport Operations may from time to time direct.
- Promote Queenwood Sport programs
- Work alongside the Head of Sport Operations in monitoring sports within the program and evaluating their success.
- Assist in the development of training Schedules, coaching rosters with your sports.
- Allocate coaches, teams, fixtures and training schedules into Clipboard and keep accurate records of attendance.
- Liaise and follow-up with Head Coaches on necessary documentation, such as trial information, player profiles, accurate grading, Team allocations, and assist where necessary on completion.
- Attend IGSA Grading Meetings for your Sports alongside with the Head of Sport Operations.
- Ensure that information about the programs are communicated in a timely and effective manner to students, staff, and parents and third parties.
- Assist the Queenwood Sports Coordinator/Coach Developer with the recruitment and allocation of coaches across allocated sports, monitoring appropriate levels of experience

### **Skills and Experience**

- Extensive knowledge of IGSA Sport, Water Polo and Swimming knowledge desirable.
- Knowledge of InTrac Swim Booking System desirable.
- Strong understanding of the vision and direction of the Queenwood Sports Department.
- Strong understanding of the physical, mental and emotional development of young people.
- Ability to build relationships and work within a team environment.
- Strong IT and administration skills, particularly with Microsoft Office & Clipboard.
- Capacity to produce structured, detailed plans and reporting.
- Ability to work independently when required.
- Flexible working hours.
- Strong verbal and written communication skills.
- Current First Aid & CPR Certification. Oxygen training desirable.

### **Personal Attributes**

- Strong commitment to the development of physical activity in girls, and a view of sport as an avenue to increased physical activity.
- A sensitive but confident approach in dealing with persons of all ages.
- Excellent communication skills plus the ability to respond flexibly, calmly, and authoritatively in unplanned and complex situations.
- High level organisational, planning skills and attention to detail.
- Outstanding work ethic.
- Initiative, perseverance, reliable and responsible.
- Ability and willingness to evaluate and critically reflect upon own professional practice.
- Ability and willingness to contribute positively to the wider life of the School and local community.
- Knowledge of IGSA Sport and broad sports knowledge and experience.
- Ability to work with a diverse range of coaches, from beginner to experienced coaches as well as student coaches.

### **Applications**

Please email applications and/or send enquiries to: [employment@queenwood.nsw.edu.au](mailto:employment@queenwood.nsw.edu.au)

Applications should include:

- Your Working with Children number (WWC)
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Non-Teaching Staff Application Form
- Copy of your current First Aid & CPR certification
- Your email address
- Names and phone numbers of two confidential referees

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance.

Closing Date for applications is **9am, Monday, 6 January 2025**. Invitations to interview for this role may be extended prior to the closing date and Queenwood reserves the right to reduce the application period and/or remove the job advertisement early should a suitable applicant be found.

*Please note that Queenwood does not accept unsolicited applications from Recruitment Agencies. Should we require additional recruitment services, we will be sure to contact our preferred providers.*

### **Statement of Commitment to Child Safety and Wellbeing**

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.