

JOB DESCRIPTION



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| JOB TITLE | Head Swim Coach |
| JOB HOLDER | Vacant |
| RESPONSIBLE TO | Aquatics-Swim School Coordinator |
| DATE | November 2022 |
| HOURS | Full-time, 37.5 hours per week between Monday to Sunday, based at the Gore Aquatic Centre. |

Purpose of Position

When swim coaching is undertaken, the job holder will coordinate and provide training sessions for a range of age groups, including children through to masters participants. Will also be required to actively promote to all customers the benefits of participating in these squads and increase enrolment numbers each holiday and term sessions.

Key Tasks - Coaching

1. Work diligently and proactively towards a successful coaching programme and facilitate an increase in participants/suitable assistant coach program
2. In association with the coaching programme, lead information evenings, assist with swim camps and meetings when required, ensuring this information is delivered and presented to actively promote the pathways to encourage growth.
3. Carry out related administrative tasks such as compiling timetables and promotional fliers.
4. Work in conjunction with the Aquatics-Swim School Coordinator to help train swim instructors as assistant coaches. When not coaching, the coach will be expected to assist with data inputting and any other duties allocated as and when required.
5. When attending swim meets, ensure the coaching programme is delivered by appropriate assistant coaches. The coach is responsible for ensuring the instructors are familiar with the requirements of all swimmers in the squads. Attendance at swim meets will be facilitated through a MoU between the Council and Hokonui Aquatics.
6. The coach must ensure a high level of communication is extended to squad swimmer's parents in the event the coach is attending swim meets or camps.

7. Assist the Aquatics-Swim School Coordinator and instructors create smooth pathways from the Leaping Frogs Swim School (LFSS) to the Gore Aquatic Centre Sharks squads, tri groups and masters groups.
8. Provide a swimmers support network to help participants achieve their goals.
98. Record swimmers progress through training and have an on-going plan for further development.
10. Ensure a high quality and consistent service is delivered within the coaching programme.
11. Ensure all lessons are adequately and appropriately staffed, consistent and swim programmes are consistent and running effectively.
12. Actively research ways of improving, enhancing, developing and marketing coaching programmes and associated services.
13. Regularly monitor the progress of the Gore Aquatic Centre Sharks squad members.
14. Maintain regular meetings with the Aquatics-Swim School Coordinator to ensure coaching programmes are financially sustainable.
15. Attend to all customer enquiries and/or complaints.
16. Be flexible with work patterns and frequency, acknowledging the hours of work are set by a roster and will include weekends and split shifts.
17. Continuously and positively promote and talent spot potential customers to join the shark squad.
18. Work in conjunction with the Aquatics/Swim School Coordinator to keep the clear pathway from LFSS through to the shark squad, looking at progressing students to the next level
19. Any good news stories should be actively promoted around the facility and newspapers etc

Key Performance Measures

The key performance measures of this position are as attached.

Personal Qualities and Qualifications

Experience and knowledge

- Hold a current workplace first aid certificate
- Excellent oral communication skills
- Have 3-5 years experience with swim coaching
- Hold minimum bronze qualification, teacher of competitive strokes through NZSCAT.
- Have the ability to communicate with people at all levels of the organisation.

- Be self-motivated and proactive in promoting all the swimming lessons, aquatic programmes and facilities in general.
- Be willing to take ownership of delegated responsibilities.
- Lifeguard qualified or work towards.

Specific skills

- Problem solving ability
- High level of water fitness
- Pro-active team member
- Organisational skills
- Flexibility to embrace change and undertake other duties assigned

Personal attributes

- Show a high level of personal and professional integrity.
- Have an outgoing personality.
- Prepared to go that extra mile to provide a high level of customer service.
- Display motivation, energy and enthusiasm in in all roles outlined in this job description.
- Be committed to improving the level of personal performance.
- Remain calm and methodical when dealing with stressful or emergency situations.
- Use initiative.
- Undertake other duties as may be required from time to time by the Aquatics/Swim School Coordinator or Aquatic Services Manager.

MLT Event Centre

Be available to assist at the MLT Events Centre with setting up of courts and cleaning, provided that the operational requirements of the aquatic centre are not compromised

Occupational health and safety

The employer and employee will meet their obligations under the Health and Safety at Work Act 2015.

The employer's duties include ensuring, so far as is reasonably practicable:

- The provision and maintenance of a safe working environment for employees and others in the workplace.
- The provision and maintenance of facilities for the welfare of employees while at work
- The provision of necessary training instructions to employees.
- The provision and maintenance of safe machinery, equipment, and working arrangements.
- The provision of suitable procedures to deal with work emergencies.
- That health and safety employee engagement and participation practices are in place.
- That it consults and cooperates with other businesses operating in the same workplace(s).

The employee will follow the employer's health and safety rules and procedures (Gore District Council's health and safety manual). The employee will take reasonable care to look after their own health and safety at work, their fitness for work and the health and safety of others.

Examples of how the employee can take reasonable care include:

- Following all health and safety rules and instructions.
- Participating in health and safety discussions.
- Taking reasonable care that their actions (or inactions) do not cause harm, or risk of harm, to themselves or others.
- Not reporting for duty under the influence of alcohol or drugs that impair their performance or fitness for work.
- Wearing all the necessary personal protective equipment and clothing.

The employee must report any potential risks, accidents, incidents and near misses so that the employer can investigate or eliminate or minimise harm or risk of harm.

Failure to follow reasonable health and safety rules (including this clause) may be considered serious misconduct.

Confidentiality

The coach, during the time of employment and after termination of employment, will keep confidential any knowledge or information which may be acquired during the course of or incidental to that employment with the Gore District Council concerning any members, staff, customers or clients of the Gore District Council or other confidential matters with which the Council may have been involved.

Property

Following termination of employment, the coach shall deliver to the Gore District Council all materials, papers, documents, uniforms and any other property of the Gore District Council before a final pay will be settled.