



## POSITION DESCRIPTION

<b>Position Title</b>	Assistant Squad Coach	
<b>Directorate</b>	Sports and Recreation	
<b>Service</b>	Aquatic Services	
<b>Responsible to</b>	Squads Head Coach	
<b>Position Supervises</b>	<b>Direct:</b> Nil <b>Indirect:</b> Nil	
<b>Position No.</b>	IWTBC x 2	
<b>Status</b>	Permanent Part-time	
<b>Hours</b>	<p>Based on 17.5 hours per week</p> <p>The Inner West Council Aquatics Facilities operate for 7 days per week from early morning to late evenings. This role will be required to work a range of shifts in accordance with the roster.</p> <p>This position will be required to work at other IWC Aquatics Facilities either on an ad hoc basis, rotational basis, or as part of a deployment to another facility.</p>	
<b>Salary Point</b>	14 to 24	<b>Band/Level:</b> 1/3
<b>Allowances</b>	As applicable to the position	
<b>Pre-employment checks</b>  <b>Legislative requirements</b>	X Working with Children Check X Police Check X Pre-employment medical	
<b>Date reviewed:</b> July 2021 (v Sept 2022)	<b>Reviewed by:</b> Aquatics Programs Coordinator	

## **POSITION PURPOSE**

The Assistant Squad Coach will be involved in all areas of the squad program, from development level swimmers to Junior competitive and senior age squads. Reporting to the Head Coach, you will be required to assist in the development of programs and goals for the squad, and maintain all associated administrative duties relating to the area.

## **SELECTION CRITERIA**

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. We are here to be of service to our community and make the Inner West a great place to be. Council puts 'Our Values' with Integrity, Respect, Innovation, Compassion and Collaboration as a set of values and behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these Values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

### **Essential Criteria**

1. Bronze Licence
2. Membership with ASCTA
3. Current Resuscitation certificate.
4. Experience coaching Metropolitan, State and National Level Swimmers
5. Ability to meet child protection act requirements
6. Excellent communication, negotiation and problem solving skills.
7. Ability to work co-operatively as a team member.
8. Reliable, trustworthy, punctual a commitment to coming to work everyday
9. Available to work across a range of opening times and different Aquatics facilities within IWC.

### **Desirable Criteria**

1. Silver Licence.
2. Head coach or Assistant coaching experience.
3. Competitive Swimming experience.

## **KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:**

- Be responsible for the development of all swimmers in their care
- Develop a strong positive team culture within the squad and learn to swim program
- Deliver Squad Coaching to participants as directed by the Head Coach or indirectly by the Team Leader-Learn to Swim
- Assist with weekly plans for all time-tabled squads
- Assist the Head Coach in developing competitive squad goals and programs
- Print class rolls when Head Coach is not present
- Liaise with parents and swimmers from the competitive squad levels
- Cover shifts as required
- Liaise with the Head coach weekly
- Answer all emails and phone calls from competitive squads' parents in a timely manner
- Conduct squad assessments when the Head Coach is not present
- Ensure all grading is entered into Swim School software as required or requested.
- Assist Head Coach maintain Silver, Gold and Performance squad attendance spreadsheet update
- Communicate with parents and swimmers regularly regarding external meets

- Liaise with any centre staff as required
- Attend external swim meets as required or requested

**KEY RELATIONSHIPS:**

**Internal:** Aquatics Program Coordinator, Head Coach, Centre Staff

**External:** General Public, Pool users, Squad members

## WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> <li>Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation</li> </ul>	<ul style="list-style-type: none"> <li>Conformance to WH&amp;S policy and procedures</li> <li>Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Taking reasonable care for their own Health and Safety as well as that of others</li> </ul>	<ul style="list-style-type: none"> <li>Use of SWMS and Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Having an understanding of the Health and Safety requirements associated with their employment</li> </ul>	<ul style="list-style-type: none"> <li>Training records</li> </ul>
<ul style="list-style-type: none"> <li>Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor</li> <li>Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible;</li> </ul>	<ul style="list-style-type: none"> <li>Hazard identification reports</li> <li>Workplace inspection reports</li> </ul>
<ul style="list-style-type: none"> <li>Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.</li> </ul>	<ul style="list-style-type: none"> <li>PPE maintenance records</li> <li>Knowledge and use of Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Working in accordance with relevant competency standards</li> </ul>	<ul style="list-style-type: none"> <li>Training records.</li> <li>Supervisor site inspection records</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge of WH&amp;S and related legislation within scope of job description</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at training sessions</li> </ul>

**Applicant Declaration**

I, ..... have read and understood  
the position description for the **Assistant Squad Coach** as detailed in this document.

Signature: .....

Date:        /        /