Position Description

Assistant Learn to Swim Coordinator

OVERALL PURPOSE OF THE POSITION

Assist the Learn to Swim Coordinator in the day-to-day operation of learn to swim programs including the following core functions:

- Staffing
  - Rostering
  - Replacements
  - Time sheets
  - Communication
- Administration
  - Operations manuals and work instructions
- Deck supervision, instructing, and coaching within the program
- Customer service

PRIMARY DUTIES & RESPONSIBILITIES

Staffing – Assist the LTS Coordinator in ensuring adequate staffing needs are met for learn to swim programs, coordinating all casual LTS staff replacements, approving weekly time sheets in accordance with rostered hours, and communicating regularly with staff to advise of upcoming rostering needs

Administration – Assist the LTS Coordinator in the updating of written systems including manuals and work instructions applicable to the Aquatic Centre and learn to swim programs to ensure compliance and best practice guidelines are met or exceeded

Deck Supervision, Instructing, and Coaching – Lead through active participation in learn to swim programs including assessment and grading of participants, and customer communication

Customer Service – Provide outstanding customer service by ensuring regular, proactive feedback to parents and guardians and striving to maintain a hassle-free experience

---

SKILLS ESSENTIAL TO THE JOB

Technical:

- High competency in delivering all program areas of learn to swim
- Proficient in first aid and lifeguarding
- Proficient in using technology including swim school management software (preferably Udio)

Business:

- Sound understanding of the various programs offered by the Aquatic Centre

- Understand the role of the Aquatic Centre within Barker College

ESSENTIAL PERSONAL ATTRIBUTES

- Intelligent, lateral thinker.
- Self-assessing.
- Innovative/creative personal style.
- Exceptional personal standards of honesty, integrity and professionalism.
- Team Player.
- Strong service orientation with the ability to foster a strong service culture.
- Strong leadership skills, underpinned by a genuine interest in people.
- Excellent presentation skills.
- Highly refined communication skills, both written and oral.
- Strong motivation, influencing and team-building skills.
- Strong people management and development skills and orientation.
- Strong negotiation skills.
- Commitment to the School's Mission, Vision and Values.

WORK, HEALTH & SAFETY & ENVIRONMENT

Barker College has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures and their contents. Your WHS obligations include:

- Co-operating with the School in ensuring your safety and the safety of others;
- Following policies, procedures and directions designed to ensure a safe environment;
- Reporting any hazard you identify to your manager or through the School's reporting processes;
- Reporting any injury sustained to your manager or through the School's reporting processes within 24 hours;
- Following emergency evacuation procedures if required;
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties; and
- Undertaking WHS training as deemed relevant.

ACCOUNTABILITY

General
Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

Work Health and Safety
All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
- Flexible working hours 23 hours per week, across 5 day but can negotiate term to term based on program requirements

---

QUALIFICATIONS

- Current Swim Australia or Austswim accreditation (essential)
- Current First Aid and Pool Lifeguard qualifications (desirable)
- Current Swimming Australia Licence desirable)
- Current Austswim Assessor (desirable)
- Current Aquatic Services Officer Certificate (desirable)

Experience:

- Minimum 1 year of experience as a Deck Supervisor within a swim school environment
- Demonstrated experience in training and mentoring other staff
- Commitment to service excellence and ability to problem solve

---

ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager: **Head Coach Aquatics**

The Immediate Manager: **Learn to Swim Coordinator**

This Position: **Assistant Learn to Swim Coordinator**

APPROVAL

This position description accurately details the primary duties and responsibilities of the **Assistant Learn to Swim Coordinator.**

Approved by Head Coach Aquatics on the 14 October 2026

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: _____

Signature of Staff Member: _____

Date: _____