

## Coach & Swimmer Education Coordinator

<b>Contractor</b>	Masters Swimming WA Inc.
<b>Reports to</b>	Executive Officer
<b>Direct Reports</b>	None
<b>Locations</b>	HBF Stadium, 100 Stephens Avenue, Mount Claremont, WA 6010
<b>Organisation Overview</b>	<p>Masters Swimming WA (MSWA) is the peak body for adult swimming in Western Australia. There are over 30 clubs affiliated with MSWA, including metropolitan and regional, representing approximately 1,650 registered members throughout the State.</p> <p>MSWA is affiliated with the national body, Masters Swimming Australia (MSA).</p> <p>The MSWA office is located at HBF Stadium, 100 Stephenson Avenue, Mount Claremont, WA 6010</p> <p><b>Our Vision</b></p> <p>To inspire and support adults to swim for life.</p> <p><b>Our Mission</b></p> <p>To facilitate a sustainable network of clubs that encourage and support adults, regardless of ability, to swim regularly to improve their general wellbeing.</p>
<b>Position Overview</b>	<p>The Coach &amp; Swimming Development Coordinator will be an independent contractor with the ability to work from their own base.</p> <p>The contractor will provide their own equipment and work independently.</p> <p>Hours will be flexible to achieve the Key Duties below.</p> <p>The Coach &amp; Swimming Development Coordinator will provide coaches and potential coaches with an opportunity to participate in development activities to increase confidence and skill in assuming and/or maintaining their role as coach. The role will also deliver and facilitate delivery of training and development programs for coaches, members and other swimmers to increase their skill levels and encourage new members to join Masters Swimming WA. Additionally, the role leads the coaching program delivery for our 'virtual' club, Sandgropers.</p> <p>The position requires a highly motivated and energetic individual with strong communication and relationship building skills. The ability to forge a close working relationship with Masters Swimming WA coaches, members and other key stakeholders will be essential to the successful achievement of this position's objectives.</p>
<b>Core Responsibilities</b>	<p>The Coach &amp; Swimming Development Coordinator is primarily responsible for the following:</p> <ul style="list-style-type: none"> <li>• Attracting, retaining and promoting the growth and development of coaches at Masters Swimming WA including coach education programs</li> <li>• Leading and developing swimmer education clinics including CaLD groups and participation programs</li> <li>• Leading and developing coaching programmes for the virtual club, Sandgropers</li> <li>• Leading regional opportunities for coach education and swimmer education clinics</li> </ul>

	<p>The Coach Development Coordinator is accountable to the Executive Officer and works in partnership with the Coaching Committee, the Communications &amp; Events Coordinator and other staff members.</p>
<p><b>Key Duties</b></p>	<p><b><u>Coach Development</u></b></p> <ul style="list-style-type: none"> <li>• Manage the Coaching private FB Group, engaging members and encouraging interaction</li> <li>• Annual Planning Workshop</li> <li>• Identify presenters for delivery of specialist workshops and seminars (eg. nutrition, physio)</li> <li>• Assist in promoting the benefits of becoming a Club Coach</li> </ul> <p><b><u>Swimmer Education Clinics</u></b></p> <ul style="list-style-type: none"> <li>• Conduct swimmer education clinics to members and the general public including technique specific, relays &amp; turns, endurance, sprint</li> <li>• Identify presenters for delivery of specialist clinics and seminars (eg. nutrition, physio)</li> </ul> <p><b><u>Sandgroper Coaching Programs</u></b></p> <ul style="list-style-type: none"> <li>• Provide ongoing support to Sandgroper ‘virtual’ members</li> <li>• Provide monthly coaching programs to Sandgroper members</li> <li>• Engage with members through social media</li> <li>• Provide content for the Sandgroper FB page and EDM</li> </ul> <p><b><u>Regional clinics and Splash Events</u></b></p> <ul style="list-style-type: none"> <li>• Support regional coaches and clubs through provision of coach and swimmer education clinics</li> <li>• Attend ‘Splash’ events, representing Masters Swimming WA and providing coaching services</li> </ul> <p><b><u>CaLD Swimming Clinics</u></b></p> <ul style="list-style-type: none"> <li>• Deliver CaLD clinics to identified minority groups. These clinics will be 4-weeks long, once per week.</li> </ul>
<p><b>Key Deliverables</b></p>	<p>The following should be delivered directly by the incumbent:</p> <ul style="list-style-type: none"> <li>• A minimum of four x CaLD clinics over four weeks</li> <li>• Three regional Splash Events – locations TBC</li> <li>• Ten different swimmer education/coach PD clinics including delivery of Couch to 2k (4-week program), Annual Planning Workshop, Technique specific clinics.</li> <li>• Monthly coaching program for Sandgroper members</li> <li>• Active engagement of private FB Coach Group (weekly)</li> <li>• Active engagement of private FB Sandgroper Group (weekly)</li> <li>• Member of the Coaching Committee</li> </ul> <p>The following deliverables may be outsourced to an alternate person, however, will be sourced by the incumbent with the approval of the EO:</p> <ul style="list-style-type: none"> <li>• Regional clinics</li> <li>• Identification of presenters for specialist seminars, clinics and workshops</li> </ul>

<b>Key Interactions</b>	<ul style="list-style-type: none"> <li>• Executive Officer</li> <li>• Communications &amp; Events Coordinator</li> <li>• Participation &amp; Club Development Officer</li> <li>• Masters Swimming WA Coaching Committee members</li> <li>• Coach Educator</li> <li>• Affiliated Clubs and Members</li> <li>• Aquatic Sports Steering Group</li> <li>• VenuesWest</li> </ul>
<b>Selection Criteria</b>	<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>• Qualified and accredited Swimming Coach with experience of coaching adults, ASCTA and/or Masters Swimming Club Coach Accreditation</li> <li>• Extensive experience of coaching swimmers at all levels from beginner to high performance</li> <li>• Ability to present to groups of varying sizes</li> <li>• Established network within the sports, health and swimming sector</li> <li>• An ability to work both independently and collaboratively</li> <li>• Expertise in social media</li> <li>• A positive “can-do” attitude with the ability to be solutions focused</li> <li>• Excellent computer skills and information technology literacy;</li> <li>• Ability to work autonomously as well as actively contribute within a small team environment;</li> <li>• Proven ability to maintain confidentiality and exercise discretion;</li> <li>• Full, clean Drivers Licence and reliable vehicle</li> <li>• Own computer with Microsoft compatibility</li> <li>• Own mobile phone</li> <li>• Recent Police Clearance Certificate or ability to obtain one</li> </ul> <p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>• Initiative, in particular with relation to innovative programs and clinics</li> <li>• Planning and organisational skills</li> <li>• Client/stakeholder focus</li> <li>• Computer literate</li> </ul>
<b>Term</b>	<ul style="list-style-type: none"> <li>• 9-month contract with an opportunity for renewal in 2022. It is anticipated the role will average approx. 30 hours per month with hours varying dependent on the events being delivered.</li> </ul>
<b>Contract</b>	<p>\$13,500 flat fee plus accommodation and meal expenses when travelling regionally (as per the Financial Management Policy).</p>
<b>How to Apply</b>	<p>Applicants are required to send:</p> <ol style="list-style-type: none"> <li>1. Cover letter outlining your suitability to perform the role successfully (no more than 2 pages)</li> <li>2. Resume outlining relevant experience and skills,</li> </ol> <p>to Sophie Row, Executive Officer, Masters Swimming WA via email to: <a href="mailto:masters.admin@mswa.asn.au">masters.admin@mswa.asn.au</a> Subject Line Reference: Masters Swimming WA Coach Development 2021 Application</p>
<b>Applications close</b>	<p>5.00pm AWST, Tuesday 2<sup>nd</sup> March, 2021</p>
<b>Who do I contact if I have an enquiry?</b>	<p>Sophie Row - Executive Officer Email: <a href="mailto:masters.admin@mswa.asn.au">masters.admin@mswa.asn.au</a> Phone: 08 9328 9469</p>