

KAYAK COORDINATOR

The Strathcona environment nurtures the pursuit of academic excellence, co-curricular involvement, leadership development and the community and social engagement that each girl chooses to pursue. Our aim is to afford girls the opportunity to try various activities so that each individual is able to recognise and develop her own interests and unique attributes. We take a personalised approach to learning and development to each of our students.

Primary Purpose of the Position

The primary purpose of this position is to coordinate the Kayak program including training sessions, staffing, participation in competition events and all logistical operations related to the program. The Kayak Coordinator works to foster a sense of community amongst the whole Kayak team including students, coaches and families and works to promote enrolment and participation.

The Kayak Coordinator is responsible for working in collaboration with key stakeholders to ensure all registration and compliance requirements with respect to OHS and risk management are met and that all coaches and volunteers abide by the School's Child Safety policies and protocols at all times.

Strathcona Baptist Girls' Grammar is a school where the dignity of each person is recognised, respected and fostered. Our school takes an integrated and collaborative approach to building and strengthening safe and respectful school communities which are child safe.

Authorised by: Principal
Last reviewed: September 2020

Responsibilities	Outcome
To promote and enable the Strathcona Strategic Vision	The Aspiration and Guiding Principles of the Strategic Vision are evident in the observable behaviours and professional practice of all staff at Strathcona BGGGS.
Provide students with a child-safe environment.	A demonstrated understanding of appropriate behaviour and legal obligations relating to child safety. Be familiar with and comply with the School's Child-Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety.
<p>Duties</p> <p>Communicate with Head of Sport to provide updates and required documentation such as: awards, attendance records, magazine articles, Captains, Kayak colours.</p> <p>Communicate with students, staff and families involved in the team using EdSmart, email, MyStrathcona and Teams.</p> <p>Communicate and cooperate with Fairfield Canoe Club to maintain a positive partnership.</p> <p>Coordinate and oversee events – including logistics, staffing, registration, transport arrangements, safety and student management.</p> <p>Coordinate coaching schedule, facilitate new employment as required with HR, cover absent coaches where required, and assist in professional development of coaches.</p> <p>Develop a training plan for performance in collaboration with other coaching staff.</p> <p>Take charge of medical care and coordination for participants during events.</p> <p>Liaise with parent volunteer groups to assist in social events, maintenance and transportation of boats.</p> <p>Oversee purchase and maintenance of boats and equipment.</p> <p>Demonstrate best practice as Head Coach, including safe and appropriate behaviours, instructions and decision-making through the structure and management of training sessions and in line with school policies.</p>	

Ensure students are well prepared and challenged to an appropriate and safe level.

Prepare for and document possible risks, providing necessary precautions, management and strategy plans to minimise risks.

To be familiar with and follow school policies and procedures where applicable.

To set the budget and oversee the finance of the team in collaboration with the Business Office.

Attend community meetings such as: Yarra River, Council, FCC, Paddle Australia, as necessary to develop greater understanding of local community, opportunities and management.

Organise design and supply of Kayak uniform with the Head of Sport approval and in conjunction with the Uniform shop.

Liaise with the Sports Administrator to ensure all contracts of employment, including volunteer contracts where appropriate, ID cards and network access are arranged via the HR Manager.

Reporting Relationships

Reports to	Head of Sport
Associated Relationships:	Sports Administrator Other authorities as appropriate

KEY CHALLENGES

1. Build on the School's reputation as a centre of excellence in education for young women and girls.
2. To enhance relationships with key stakeholders.
3. To uphold and maintain consistent and appropriate conduct expectations of all staff and volunteers.

EXPERIENCE, SKILLS AND QUALIFICATIONS

1. Flatwater Level 1 Certificate (Paddle Victoria/Australia) or equivalent Kayak coaching certificate
2. First Aid Level 2 & CPR
3. Teaching or Coaching experience
4. Paddle Australia Insurance
5. Possess a positive outlook, effective interpersonal skills and demonstrated ability to build authentic, collaborative and productive relationships with coaches, parents and students.
6. High level of organisational, communication and time management skills
4. Appreciation of attributes required to work in a high performing all girls' school

PERSONAL QUALITIES

1. Flexibility in approach to tasks allocated
2. Co-operative approach to members of the School community
3. Strong commitment to the principles and practices of Child Safety and OH&S
4. Friendly, co-operative and adaptive nature
5. Committed to best-practice approach, diligent and has attention to detail
6. Supportive of the values and teachings of the Christian tradition

REMUNERATION

This position is offered as a casual contract at the following casual hourly rates of pay:
\$32.03 on Weekdays, \$44.84 on Saturday and \$57.65 on Sunday.

All hours worked between 6AM to 6PM

There is an estimated 20 week period of competition across Terms 1 and 4. (Estimated at a total payment of \$8,400). Competitions and their related dates will be decided upon by the Kayak Coordinator with the approval of the Head of Sport and subject to COVID related restrictions.

Child Safe Standards

The School is committed to ensuring child safety. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with this commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse and set up processes to properly respond to allegations of child abuse.