

Pymble Ladies' College

POSITION DESCRIPTION

Title: Sports Co-ordinator – Rowing

Date updated: June 2025

Reports to: Head of Sport (7-12)

COLLEGE VALUES



Pymble Ladies' College has five core values which guide our behaviour and interactions with one another and affirm our commitment to the Christian heritage of Pymble Ladies' College and our identity as a school of the Uniting Church school in Australia. All roles, policies and procedures are underpinned by these values, and the expectation that students, staff, and the wider College community alike live our values every day.

CARE – I am kind to myself and others

COURAGE – I am open to new experiences to learn and grow

RESPONSIBILITY – I take ownership of my actions

RESPECT – I value diversity, my worth and the worth of others

INTEGRITY – I do the right thing, even when no one is watching

POSITION SUMMARY

Pymble Sport is dedicated to establishing itself as a global leader in sports, providing opportunities where girls of all ages, abilities, and aspirations are encouraged to reach their fullest potential. Our programs are designed specifically to inspire a lifelong passion for sport and physical activity in young girls.

The Sports Co-ordinator - Rowing will operate under the guidance of the Head of Sport (7-12), in collaboration with the Director of Sport. This role requires close collaboration with Head Coach – Rowing and is responsible for delivering a safe, professional, and efficiently managed rowing program. The scope of the co-ordinator's responsibilities will also involve managing an additional sport during the winter season.

This is a permanent full-time position and will include 38 hours per week. These hours will be flexible and mostly distributed from Monday to Friday, however during competition season, will require hours outside of normal work hours, including Saturdays. There may also be a requirement for some work on public holidays in this role. As the workload primarily arises during term time, annual leave must be taken outside of school terms.

The Sports Coordinator – Rowing plays a vital role in delivering a high-performance, values-aligned rowing program. They serve as the operational and cultural glue between coaches, athletes, parents, and the broader school sport system.

ROLE ACCOUNTABILITIES

1. Leadership of Sporting Programs

- 1.1 Develop and maintain consistent processes, procedures, and frameworks within the rowing program.
- 1.2 Co-ordinate operational and administrative aspects and digital systems with the Head Coach - Rowing, which include duties such as scheduling, invoicing, Clipboard data entry, training roster development, and community communications.
- 1.3 Partner with the Head of Sport, Head of Coaching and Performance, and Head Coach to define and pursue strategic goals for rowing.
- 1.4 Oversee payment processes for casual and contracted staff in conjunction with HR.
- 1.5 Manage financial liabilities and budgets specific to rowing.
- 1.6 Ensure the effective participation of teams in regattas, managing logistics and transportation requirements.
- 1.7 Keep accurate records of participation and achievements, supporting the process of awarding honours/colours.
- 1.8 Source and evaluate potential staff, monitoring their performance in consultation with relevant sports management.
- 1.9 Manage equipment inventory, ensuring timely procurement through the Head of Sport (7-12).
- 1.10 Develop and implement a long-term boat turnover and equipment management plan, ensuring assets are maintained, capital expenditure requests are aligned with program needs, and procurement is timely and strategic
- 1.11 Establish and enforce clear expectations aligned with the *Pymble* Code of Behaviour for all stakeholders.
- 1.12 Offer guidance on student placement in crews.
- 1.13 Collaborate with the Co-curricular Administration team for communications and publications, managing student registrations, and co-ordinating event and permissions.

- 1.14 Plan and deliver rowing camps in collaboration with the Head Coach, including logistics, risk, supervision, accommodation and parent communication
- 1.15 Support the alignment of coaches and athletes with the program's values and behavioural standards, reinforcing a culture of trust, respect and character
- 1.16 Assist in reviewing and reporting on rowing program performance each season, contributing to continuous improvement, long-term strategic planning.

2. Student Welfare and Development

- 2.1 Foster an environment promoting positivity and support within rowing.
- 2.2 Maintain safe and encouraging settings for both training and competition.
- 2.3 Collaborate with coaching leaders to maintain high-quality participant experiences.
- 2.4 Monitor student welfare and provide support as needed.
- 2.5 Support the collection and use of athlete feedback to ensure a high-quality student experience and continuous program improvement

3. Relationship Management

- 3.1 Cultivate professional relationships with staff, students, and parents.
- 3.2 Demonstrate teamwork and appreciation for cross-departmental collaboration aiming towards the College's shared vision.
- 3.3 Maintain strong relationships with external stakeholders including Rowing NSW, IGSA, Leichhardt Rowing Club, and other key partners.
- 3.4 Foster positive, transparent relationships with parents and provide effective oversight of the Parent Rowing Support Group, ensuring clear communication, coordinated contributions, and alignment with the goals of the rowing program

4. Communication

- 4.1 Ensure all communications are professional, courteous, accurate, and reflective of the College's values.
- 4.2 Draft and distribute timely, professional communications including newsletters, notices, and updates.
- 4.3 Promote the profile and culture of rowing within the broader Pymble Sport environment.

5. Risk and Compliance

- 5.1 Report directly to the Principal on any matters relating to child protection.
- 5.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

6. Professional Learning

- 6.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

7. Other duties that may be required from time to time.

PERSONAL CAPABILITIES

- Willingness to support and promote the ethos and values of the College.
- Demonstrated experience in coordinating or managing school, club, or representative rowing programs
- Proven ability to build positive relationships with students, parents, coaches, and external stakeholders
- Understanding of athlete welfare principles and a commitment to creating safe, inclusive, and developmentally appropriate sporting environments
- Working knowledge of rowing operations, including equipment maintenance, regatta planning, and safety protocols
- Capacity to support a team of casual and contracted coaching staff, including onboarding
- Strong IT and administration skills, particularly with Microsoft Office
- Exceptional interpersonal and relationship management skills
- Strong organisational and leadership abilities
- Valid car driver's license and bus license (essential)
- Current First Aid and CPR Certification or willing to obtain
- Desirable knowledge of the igsa sport framework.
- Desirable knowledge and skills in using Clipboard.