

# POSITION DESCRIPTION

## Rowing Program Administrator



**Loreto**  
COLLEGE BALLARAT | EST. 1875

Loreto College is a Catholic secondary school for girls in the tradition of Mary Ward with a current enrolment of 950 students.

Loreto College Ballarat was the first of the Loreto Schools in Australia, established by Mother Gonzaga Barry in 1875. It is our vision, as a Loreto school, to offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service. The five pillars of a Loreto education are those of Freedom, Justice, Sincerity, Verity and Felicity. Loreto College has its foundation in the gospel of Jesus Christ and is proud to be part of and contribute to the larger Catholic community. Religious affiliation is not a condition of employment; however, applicants must be aware of and in sympathy with, the College's religious aims as a Catholic school.

Loreto College Ballarat is an organisation committed to Child Protection and to the implementation of Childsafe policies and practices.

### Position Summary

The Rowing Program Administrator is a part-time casual position with the College, employed specifically to support and at times manage the Rowing Program, which is an integral part of the College's overall sporting program. Loreto College has a young and vibrant rowing club involving over 80 students. The Rowing Program Administrator is responsible to the Principal through the direction of the Head of Rowing as well as the Deputy Principal.

In carrying out their duties, the Rowing Program Administrator should at all times be consistent in supporting the College's vision and ethos by demonstrating a concern for the wellbeing and development of each student, and by ensuring the students exhibit a suitable standard of behaviour, effort and presentation. Loreto College is an organisation committed to Child Protection and to the implementation of Child Safe policies and procedures. All staff are required to ensure that they regularly familiarize themselves with all Child Protection Policies and Staff Code of Conduct.

The hours of duty for the position will vary from Term to Term based upon the Rowing Season. These hours will be negotiated with the Head of Rowing. As a guide, the position would involve approximately 10-15 hours per week outside of the normal training times. Hours will fluctuate from week to week depending on tasks needing to be completed.

### Key Responsibilities

- Attend meetings of the Friends of Rowing Parent Committee.
- Maintain databases for all students testing and progress reports for all squads.
- Assist the Head of Rowing with recruitment of new students to rowing in Term 3 including establishing testing and progress reports for all new students to assist with selection.
- Attend and support all Rowing Committee fundraising and community activities.
- Behave in a professional manner in all dealings with students, parents and staff.
- Publicly support the ethos and charism of the College.
- Implement College conduct and behaviour expectations including uniform, punctuality and presentation.
- Assist the Head of Rowing and Lead coaches (Junior & Intermediate) with organising the format of the rowing program for each Term so as to provide all students in the program with the opportunity to row, whilst still maintaining the competitive focus of the sport and complying with numbers limitations set by the College.
- Ensure that students are respectful and courteous when representing the College at training, competitions and gatherings.
- Provide appropriate support for coaches.
- Assist in the implementation and delivery of the fitness program for the students, with the assistance of the Sport and PE departments.
- Ensure that effective communication with students is occurring.
- Publish all communication to parents and students via email and Loreto App as required by the Head of Rowing.

**Assist the Head of Rowing to oversee the Coaching staff in their duties**

- Ensure that the guidelines and structures for the coaches implemented by the Head of Rowing are being followed.
- Assist with coaching duties from time to time when coaches are away.
- Assist the Head of Rowing to help organise training schedules and rosters for the coaches and ensure they are distributed to all relevant stakeholders.
- Maintain a database for all coaching compliance requirements and to follow up with non-compliance.
- Assist the head of rowing with the recruitment and selection of prospective Yr12 student coaches.

**Coordinate the Regatta Program**

- Together with Head of Rowing and Lead coaches, share the responsibility for overall supervision of all crews.
- Together with the Head of Rowing, complete all the risk assessment documents for the season and submit to the school for approval at least 4 weeks prior to the event.
- Enter all crews into their respective races before the deadline for entries.
- Ensure a tow vehicle is booked well in advance of the Regatta.
- Arrange any meals/accommodation required for any overnight camps/regattas.
- Register all new students in the Rowing Victoria database.
- Observe and record the progress of all crews and in consultation with the Head of Rowing to provide feedback on performance.
- Publish all Regatta information including logistics on the Loreto App at least 5 days before the Regatta.
- Following the Regatta publish the results of the Loreto App.
- Book buses as required.

**Be responsible for the organisation of College equipment**

- Keep a record of any damage to report and assist the Head of Rowing for maintenance and repair of all rowing equipment.
- Assist the Head of Rowing to conduct a stock inventory at the end of Terms 1 and 4 and an accurate record of all the schools rowing equipment.
- Ensure the shed and environment are kept clean and tidy and any safety issues are raised with the Head of Rowing.
- Assist in the loading and unloading of the boat trailer for Regattas.

**Assist with coordination and promotion of the College Rowing Camp Program (with Head of Rowing)**

- Assist the Head of Rowing in the organisation of Rowing Camps.
- Assist in the running of the rowing camps with attendance to all days of camps.
- Assist in the organising of the Loreto Rowing Club 'Stars on the Water' Presentation evening in collaboration with the College and Rowing Club Committee, (liaising with the Head of Rowing and Deputy Principal).

**The Rowing Program Administrator will maintain open lines of communication with the following:**

- Head of Rowing
- The Principal through the Co-Curricular Sport Leader
- The Loreto College Ballarat Rowing Club Committee (Friends of Rowing)
- Coaches
- Parents
- Students

## Shared Responsibilities

### Mission and Ethos

- Have a commitment to, and a clear understanding of the ethos of a Catholic School and the Loreto charism of Mary Ward.
- Support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service.
- Role model Christian values in all dealings with students, staff and parents.
- Maintain confidentiality at all times and demonstrate high professional standards within the College and community.
- Provide consistent public support both within and outside the College for school-wide policies, initiatives and strategic plans.
- Take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts or omissions and cooperate with anything Loreto College does to comply with OHS requirements.

### Child Safety

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice.
- Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Provide students with a child-safe environment.
- Uphold a zero-tolerance attitude towards child abuse.
- Ensure cultural safety for Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds.
- Provide a safe and accessible environment for children with a disability.
- Implement strategies that promote a healthy and positive learning environment.

## Key Selection Criteria

The criteria listed below will inform the selection process:

- Demonstrated understanding of, interest in and commitment to, the Catholic philosophy and ethos of the School and the Loreto Mission.
- Demonstrated interest in the empowerment of young people.
- Willingness to develop or implement programs or activities that focus on the wellbeing, empowerment, and overall development of young people.
- Be a suitable person to engage in child-connected work.
- Excellent communication and interpersonal skills.
- Excellent organisational and administrative skills.
- Demonstrated commitment to on-going improvement in practice.
- Ability to work as a dynamic team leader and team member.
- Experience/background in the sport of Rowing.
- Rowing coach experience.
- Knowledge and experience in health and fitness programs.
- Minimum of Level 3 First Aid and Anaphylaxis and Asthma training
- Certificate IV Training and assessment or capacity to deliver first aid, CPR, Anaphylaxis and Asthma training is desirable.
- The successful applicant must hold or be willing to acquire a Working with Children Check card and a National Police Record Check before employment.
- Marine boat license essential.