

Position Description

Assistant Head Coach

January 2026

DETAILS

Team and Department	Des Renford Leisure Centre
Division	Community and Culture
Supervisor	Coaching Supervisor
Direct Reports	Casual Coaches
Grade	G10
Delegation of Authority	N/A
Budget Expenditure	No responsibility for managing expenditure
Procurement Expenditure Levels	\$0
City Plan Directions	Develop and deliver fitness, swimming and recreational programs and services to the community through the Des Renford Leisure Centre

PURPOSE

The Assistant Head Coach is responsible in assisting the Coaching Supervisor in effectively conducting the Squad program to attain and maintain the vision set by the Coaching Supervisor to produce competitive and fitness swimmers. The Assistant Head Coach will form an integral part of the Squad Coaching Team and contribute to the overall goals of the program and facility as outlined by the Coaching Supervisor and Manager Recreation Business.

KEY ACCOUNTABILITIES

1. Assisting the Coaching Supervisor in the design and delivery of high-quality swim coaching programs to achieve short term and long-term outcomes.
2. Supervise casual coaches efficiently and effectively to implement the swim program which shall include but not be limited to:
 - o Help develop annual squad plans and assist in the design and operation of annual swim camps, swim clinics and training.
 - o Manage daily squad plans, instruction and management of allocated competitive swimmers.
 - o Ensuring the smooth operation of the squad program and swim performance targets are established.
 - o Monitor the effectiveness of the programs and the coaching through analysis of swimmer success at competitive meets in conjunction with the Coaching Supervisor.
 - o Ensuring all programs are conducted in a way which is safe for the participants involved.
3. Perform administrative duties as required. Keep accurate student history and attendance records for every class and advise swim school staff when students are to be upgraded.

4. Participate in team meetings as required.
5. Be responsible for the maintenance of equipment, cleanliness of the squad storage area and setting up and putting away of all equipment required for sessions.
6. Achievement of agreed KPI targets outlined in key tasks, activities, responsibilities and performance reviews with the Coaching Supervisor DRLC.
7. Attending competitions identified in the annual competitive swim plan where squad swimmers are entered.
8. Facilitate the skill development of swimmers with a range of skills levels to achieve performance outcomes.
9. Develop and maintain a rapport with swimmers of the program.
10. Provide statistics to competitive swimmers and continuously strive for better performance.
11. Communicate with swimmers and parents to ensure that they are fully informed of coaching programs, swimmer progress, swim meet calendar, training camps and other matters relating to the program.
12. Role model the Randwick City Councils values and behaviours.
13. Comply with Council's policies and procedures and those specific to the operation of DRLC.
14. Ensure that quality service is provided to all customers by responding promptly and courteously to requests for assistance and information.
15. Be accountable for the provision of information regarding the correct use and range of swim programs available at the centre.
16. Planning, implementation and review of work programs for self and all coaches.
17. Be resilient in the face of criticism and feedback, adapt to changing conditions in order to achieve agreed goals and objectives of the swim program.
18. Be the administrator for the parent and squad members communication platform.
19. Such other duties as may be required by the Manager, Recreation Business.

KNOWLEDGE, SKILLS AND ABILITIES

ESSENTIAL

1. Demonstrated experience in successfully providing Squad coaching to a variety of ages and abilities.
2. Sound technical knowledge and experience in Swim Coaching and Programming principles
3. Demonstrated ability to provide leadership and work as an effective team member
4. Demonstrated ability to work cooperatively and productively within an organisation and build relationships with both internal and external stakeholders.
5. Good interpersonal and communication skills and a commitment to provide good customer service.
6. Ability to work under limited supervision and to demonstrate initiative when required.
7. Advanced Resuscitation Certificate.
8. First Aid Certificate.
9. ASCTA Licensed Swim Coach or equivalent
10. NSW Working with Children Clearance, as per the Child Protection (Working with Children) Act 2012.

DESIRABLE

1. N/A

COMPETENCIES

ESSENTIAL

1. ASCTA Licensed Swim Coach or equivalent.
2. Advanced Resuscitation Certificate.
3. First Aid Certificate.
4. Demonstrated experience in successfully providing Squad coaching to a variety of ages and abilities.

DESIRABLE

N/A

(See HR for Assistance)

PHYSICAL REQUIREMENTS

1. Good level of physical fitness

CORPORATE REQUIREMENTS

Position falls under the definition of child related employment	YES
WHS General Construction Induction (White) card	NO
Good driving record or possession of a driving licence required	YES
Specify licence type:	C CLASS
Position required to make a disclosure of pecuniary interest	NO
Criminal History Check	NO
Record keeping responsibilities	YES

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority.

Code of Conduct

All staff are required to adhere to the Code of Conduct.

Workplace Health and Safety

All staff are required to adhere to Councils Workplace Health and Safety Policy.

Equal Employment Opportunity

All staff are required to participate in and demonstrate behaviour that supports the EEO Policy and EEO Management plan.

Recordkeeping Responsibilities

Ensure accurate records are maintained in Council's corporate information system for all customer queries, customer complaints and documenting evidence of business transactions.