



CAMBERWELL

GRAMMAR SCHOOL

POSITION DESCRIPTION

FACILITIES AND AQUATICS COORDINATOR

(Maternity Leave)

CAMBERWELL GRAMMAR SCHOOL POSITION DESCRIPTION

Position:	Facilities and Aquatics Coordinator
Reports to:	Facilities and Operations Manager
Type of position:	Full Time – 9 month FTC (Maternity Leave)
Date prepared:	July 2018

SCHOOL MOTTO

“Spectemur Agendo” which means, “By our deeds may we be known”

CGS VALUES

Courtesy & Respect, Integrity, Innovation, Adaptability, Commitment, Accountability

POSITION OVERVIEW

The Facilities and Aquatics Coordinator is responsible for the administrative and logistical support required to deliver successful functions, events and aquatic programs for the School as well as providing support to the Facilities & Operations Manager (FOM) in the general function, safety and security of the school facilities. The role has the responsibility of delivering exceptional customer service to users of the Camberwell Grammar Aquatic Program and assisting the Aquatics Manger with superior program delivery.

This is a hands-on role and you will be required to liaise with contractors, clients and service providers (internal & external), customers and undertake invoicing and administrative tasks.

Key Responsibilities

- Meeting with clients (internal and external) to identify the objectives of the function and determine the requirement that must be met to accomplish those objectives e.g. facilities and services
- Liaise with the appropriate member of the Development Office staff regarding Parents' Association, Support Groups and OCGA functions to confirm room requirements, timing and set up for their functions
- Ensure all client communication is documented and recorded in Client files according to procedures
- Coordinate logistics for a function e.g. catering, signage, displays, audio visual equipment, lighting, printing, parking, security, BMS, bump in / out etc.
- Functions administration e.g.: quotes, invoicing, checklists, run sheets, floor plans etc.
- Coordinate parking attendants, security and emergency services when required
- Ensuring all relevant documentation / contractual paperwork is signed off e.g. Method of Payment, Terms & Conditions and Function Event Orders
- Manage the afterhours and functions/events bookings calendar
- Ensure that the correct processes and procedures are followed for each Function, complying with all required legislation and regulations, including those related to OH&S
- Oversee and support staff in the use of Audio Visual technology within the Sports Centre including scoreboards and timing systems.
- Participate in regular staff Health and Safety and First Aid training and Centre orientation sessions.
- Maintain vigilant oversight of the security of the Centre with particular attention to unauthorised access by staff and students, and the locking of each area, especially the Pool Hall, when not in use.
- At all times, be alert to the potential risks associated with the various activities and intervene when appropriate. Conduct ongoing risk assessments in order to manage the risks that arise from the day-to-day operation of the facility.
- Maintain the First Aid equipment and materials stock in the Sports Centre first aid room.

- When necessary, act as Chief Warden and take charge of emergency and evacuation procedures within the facilities and Maintain a working knowledge of the Centre's Fire and Evacuation Warning System and Procedures, all fire equipment and security systems
- Assist with facility set up and function requirements when applicable
- Control the visitor traffic and behaviour in the Sports Centre and PAC in the context of maintaining a safe environment for all.
- Liaise with the Duty Manager to ensure that at the conclusion of their shift, they liaise with the cleaning staff and any remaining coaching staff to ensure that the Centre is securely locked, electrical items are switched off and the alarm is set (if appropriate).
- Ensure all Occupational Health and Safety matters are addressed promptly and reported in accordance with legislative requirements.
- Manage enquiries via phone and email for the aquatics programs
- Provide excellent customer service to customers, both in person and over the phone
- Utilise the ENVIBE facility management system to process new members
- Manage aquatic stock and club uniform orders
- Follow up assessments and conversions to membership
- Confidently accept bookings and enrolments for programs and services at the facility
- End of day financial procedures
- Act as 'shift supervisor' in the absence of the Aquatic Coordinator
- Actively contribute to the provision of a clean and safe facility, ensuring compliance with the relevant legislative requirements
- Ensure daily routines are followed and that systems and procedures are maintained
- Conduct aquatic assessments for new potential members
- Assist with competition administration

Other Duties

- Perform various other duties as required

KEY RELATIONSHIPS & AUTHORITY

Internal

- Facility and Operations Manager
- Aquatics Coordinator
- Swim Teachers and Coaches
- Performance and Pathways Coach
- Duty Manager
- Lifeguards
- Business Manager
- Headmaster
- Functions and Facilities Coordinator
- Director of Sport
- Head of Physical Education
- Maintenance Staff

External

- Program Users
- Suppliers
- Catering
- Cleaning

Direct Reports

- Nil

Expenditure Authority

- Authority to incur School expenditure in line with approved authority limits

POSITION REQUIREMENTS

Knowledge & Skills

- Strong administration background - essential
- Excellent client management skills - essential
- Previous experience in Facility operations administration - essential
- Previous experience in delivering functions / events / hospitality – desirable
- Ability to administer first aid and provide leadership in the case of an emergency
- Exceptional customer service skills
- Exceptional communication and interpersonal skills
- Outstanding time management and organisational skills with the ability to juggle several tasks and responsibilities at once
- Strong computer skills in Microsoft Office as well as experience using bookings and course management software
- Previous experience in delivering customer service within the aquatic industry
- Previous experience working in an Aquatics area under the principles of best practice and safe pool operations
- Understanding of OH&S policies and procedures
- Cash handling and stock management experience
- Familiar with recreation industry programs and services
- A friendly, helpful nature with a willingness to learn
- Attention to detail and excellent interpersonal skills, with a strong work ethic and dedication to their work

Qualifications

- Pool Lifeguard Award (Desirable)
- Level 2 First Aid, and CPR Qualification
- AUSTSWIM Qualified (Desirable)
- Working with Children Check
- Police Check
- Relevant tertiary qualifications Business / Event Management (Desirable)

Competencies, Behaviours & Attributes

- Excellent oral and written communication skills
- Ability to manage individual and team priorities to deliver quality work to deadline
- Friendly, enthusiastic and professional approach
- Positively works to and actively demonstrate CGS's workplace values
- Attention to detail
- Work well in a team environment
- Proactive, can-do attitude, self-motivated
- Enthusiastic and passionate about delivering exceptional service
- Strong work ethic
- Demonstrated professionalism at all times
- Maintain confidentiality at all times
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively works to and actively demonstrate CGS's workplace values
- Ability to work flexible hours including evenings and weekends - essential

Child Safe Standards

Camberwell Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours.

We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;
- Respond according to the School's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

Declaration

I, _____ (full name) acknowledge that I have read

and understand the **Facilities and Aquatics Coordinator** POSITION DESCRIPTION

Employee Name (print): _____

Employee Signature: _____ Date: _____

This Position Description is approved by:

Manager Name (print): _____

Manager Signature: _____ Date: _____

HR Manager Name (print): _____

HR Manager Signature: _____ Date: _____