



Position Description

Assistant Rowing Coordinator

Status:	Part Time, Fixed term from Term 3 2025 to end of Rowing Season Term 1 2026
Department:	Student Wellbeing
Hours:	<p>A work timetable will be developed in consultation with the Rowing Leadership team and will reflect the commitments of the College rowing program.</p> <p>Regular attendance at the boatshed and College, before and after school, will be required to facilitate coaching and squad support responsibilities, as well as boat and rowing equipment management. Attendance at overnight rowing camps, events and regattas will also be required.</p>
Salary & Conditions:	All conditions are as per the Educational Services (Schools) General Staff Award
Organisational Context:	<p>Damascus College is a dynamic Christ-centred learning community, governed by The Diocese of Ballarat Catholic Education Limited (DOBCCEL). As Ballarat's only Catholic co-educational secondary college, our innovative and progressive learning environment aspires to challenge students to contribute confidently to their global community. Damascus College is set in a beautiful 22-hectare bush setting, 7km from the Ballarat CBD. Students experience a diverse student-centred curriculum in a context where respectful relationships are nurtured and valued.</p> <p>Sport at Damascus provides another learning opportunity for young people and a mechanism to inspire and challenge them to reach their potential. Damascus Rowing is one offering within our program that we have sought to review and strengthen in the interests of improving both the participation and experience here at school.</p>
Position Objectives:	<p>The Assistant Rowing Coordinator position will actively support and promote the values inherent in a Catholic school in the Mercy tradition, be highly professional in all aspects of the role and display proficiency in areas of organisation, communication, consultation and decision-making.</p> <p>The Assistant Rowing Coordinator position will provide support to the Rowing Coordinator role in the areas of planning and documentation of all program participants attendance at training and events, squad selection and development, camp/regatta preparation and set up, and fleet and equipment management.</p>

Key Responsibilities:

Areas:	Activities:
Program Communication and Culture	<ul style="list-style-type: none">Support the establishment of a shared philosophy and set of values consistent with that of Damascus College

	<ul style="list-style-type: none"> • Support the enforcement of uniform code for rowers and coaches, behaviour and code of conduct • Support the implementation of a high standard of communications across the Rowing program in relation to all aspects of the season program, utilising well planned and implemented communications through meetings, induction sessions, Rowing Handbook and Microsoft Teams. • The Assistant Rowing Coordinator is accountable to the Rowing Coordinator in providing support for the administration and running of a 'best practice' rowing training, development and participation program that provides for the effective rowing skill and fitness development in students from Year 7 through to Year 12 levels.
Student Coaching and Development	<p>Assist the Rowing Coordinator in:</p> <ul style="list-style-type: none"> • The coordination and facilitation of Rowing camps and tours and promote full participation and inclusion by all members of the Rowing community • The recording and documentation of specific performance feedback from coaches and other key Rowing personnel, on each student in the Rowing program, throughout the season, to inform and validate selection decisions • Attending all camps either conducted locally or off site • Attending each key event and regatta in the calendar and coordinate the provision of appropriate boats and equipment • Overseeing the attendance of students throughout the program, including training, events and meetings. • Ensuring the boat sheds are left in a neat and tidy manner, clear of all rubbish and mess • Attendance at the following overnight camps: <ul style="list-style-type: none"> • January Pre-Competition Camp • Attendance at Head of the Schoolgirls Regatta • Attendance at Australian Rowing Championships
Pastoral Care and Welfare	<p>Assist the Rowing Leadership Team in</p> <ul style="list-style-type: none"> • Overseeing student wellbeing and pastoral care for students participating in the program in consultation with the coaches • Ensuring relevant Student wellbeing concerns are reported to the Assistant Principal Student Wellbeing and relevant House Leaders.

	<ul style="list-style-type: none"> Managing the availability and provision of first aid assistance at all times of the rowing program and report any incidents or near-misses to the relevant College points of contact. Reporting any child safety concerns to the Deputy Principal and/or Principal
Regatta Operations	<p>Assist the Rowing Coordinator in</p> <ul style="list-style-type: none"> Ensuring that all aspects of the regatta calendar have been organised and communicated in advance to students, families and coaches Providing organisational running document of all crews for each regatta with race times, race numbers and bow numbers
Equipment and Maintenance	<p>Assist the Rowing Coordinator in:</p> <ul style="list-style-type: none"> Monitor and report on the general maintenance of rowing boats, electronic equipment, motorboats and other related equipment and attend to matters as directed by the Rowing Coordinator
Rowing Administration	<p>Assist the Rowing Coordinator in:</p> <ul style="list-style-type: none"> The collation of regatta results for publishing in the College communications Ensuring all testing results are recorded, kept up to date and maintained in relevant College files for use within and across seasons Coordinating replacements for coaches as required Reporting and documenting all incidents/non-attendance in accordance with the College's policies and procedures Working with coaches and students to make appropriate adjustments and modifications in the rowing program to accommodate students with disabilities requirements and/or injury The efficient coordination of repairs to boats or equipment The coordination, set up and transportation of trailers, boats and equipment required for all training, events and regattas Identifying relevant aspects of participation and compliance with the regulations of the BAS and WBRC Completing all Rowing Victoria registration administration for regattas and other relevant events, in a timely manner

Workplace Health & Safety	<ul style="list-style-type: none"> Assist the Rowing Coordinator in ensuring that boats and equipment are safely loaded on and off the trailer & racks, before and after each training session, regatta and/or camp
Additional Duties	<ul style="list-style-type: none"> The Assistant Rowing Coordinator Position will also be required at times to undertake duties as directed by the Principal

Organisational Relationships:

Reports to:	Rowing Coordinator
Direct reports:	Nil
Internal liaisons:	Leadership, School staff, Rowing program staff, Volunteer Coaches, students and parents/carers.
Memberships:	Rowing Australia Coaching Accreditation – NCAS L2 or higher BAS Inc. Wendouree-Ballarat Rowing Club

Qualifications, Skills and Experience:

Essential:

- Previous experience coaching young people in rowing programs
- Current or past participation in school and/or club rowing programs
- Proven capability and demonstrated experience in working with young people and the ability to form and maintain positive relationships with students, staff and parents.
- Level 1 Rowing Coaching Accreditation (Level 2 preferred)
- Exceptional organisational and time management skills
- Effective communication and stakeholder management skills
- Level 2 First Aid (including anaphylaxis training) or willingness to obtain
- Valid Working with Children Check (for Paid Employment)
- Valid National Police Check

Selection Criteria:

- Demonstrated understanding of, and commitment to the ethos of Damascus College as a Catholic school in the Mercy tradition
- Excellent interpersonal and communication skills and a high standard of personal presentation and integrity, and aptitude for working in a setting, which prioritises optimal educational outcomes for young people.
- Demonstrated passion for and experience in school-based rowing programs and capability to provide timely and proactive assistance in the delivery of all aspects of the College Rowing program
- Demonstrated professional standard of conduct and proficiency in all areas organisation, communication, consultation, process improvement and decision making.
- Demonstrated experience in rowing training programming for young people
- Demonstrated experience in rowing technique instruction & fault correction