



POSITION DESCRIPTION

POSITION TITLE:	Coordinator of Rowing
DEPARTMENT:	Sport
LOCATION:	Tara Anglican School for Girls
THIS POSITION REPORTS TO:	<ul style="list-style-type: none">• Director of Sport• All positions ultimately report to the Principal
COORDINATES WITH:	<ul style="list-style-type: none">• Rowing Head coach• Director of Sport
AWARD/AGREEMENT RELATIONSHIP:	Tara School Support Agreement 2007-2010 Position is not stood down during non term time
REMUNERATION:	Negotiable
HOURS:	Flexible 8.00am - 4.00pm (as a guide)
SPECIAL CONDITIONS:	You will be expected to support the School's Christian aims and ethos.
WHAT IS THE FUNDAMENTAL PURPOSE OF THE JOB?	
<ul style="list-style-type: none">• To continue within the ethos and values of Tara Anglican School for Girls the development of the Tara Rowing Program through the encouragement and support of girls in the program.• To lead and manage the coaching staff and rowing resources.	
KEY RESULT AREAS AND PERFORMANCE CRITERIA	
<ul style="list-style-type: none">• Leadership and management of the rowing program.• Liaise with the Head Coach to develop innovative training programs and schedules both on and off water.• Attendance at training and competition events, relevant camps and other rowing events.• Provide information and support to girls and families involved in rowing.• Meet regularly with the Director of Sport to monitor the program.• Coordinate entries into rowing events.• Promote rowing and the rowing program within the Tara Community.• Under the direction of the Director of Sport, employment of relevant staff for the rowing program.• Organisation of transport for students to attend training and other rowing functions as appropriate.• Oversight of rowing equipment, storage, maintenance and transport.• Identification of Tara girls who would be suited to rowing.	
PERSONAL REQUIREMENTS	
<ul style="list-style-type: none">• An LR bus and Boat Licence would be preferable.	

Application, including full C.V, copies of academic transcripts and details of three referees, should be sent to:

The Principal, Tara Anglican School for Girls,
Masons Drive North Parramatta NSW 2151

By Wednesday 14 October, 2009

Employment will be subject to a satisfactory screening under the Child Protection Act 1998

APPROVED BY:

Bursar:	Date:
Principal:	Date: