



Postal:
PO Box 388
Greensborough, 3088

Facility:
Liat Way (Off Sainsbury Ave)
Greensborough, 3088



Swim Coach

Position Description

Organisation	Yarra Plenty Waves Swim Club
Location	Greensborough, Victoria
Reports to	Head Coach
Supported by	Lead Development Coach
Direct reports	None
Employment type	Casual
Remuneration / Award coverage	Fitness Industry Award 2020 Within \$35–\$40 per hour , including applicable penalty rates, depending on classification, qualifications and experience.
Date approved	31 August 2026
Review date	31 August 2027

1. About Yarra Plenty Waves

Yarra Plenty Waves is a competitive swimming club based in Greensborough, with a 40-year history of helping local swimmers develop from their early swimming years through to competitive and national-level racing.

The club also operates Yarra Swim School, our own learn-to-swim program. This provides a pathway for swimmers from learn-to-swim into YPW's competitive programs.

Our programs support swimmers at different stages, including developing junior swimmers, competitive squads, teen fitness and masters swimming.

YPW is a community club with strong competitive goals. Our coaching philosophy is:

Develop the person. Develop the athlete. Performance will follow.

This means we focus on developing swimmers as people as well as athletes. We want swimmers to build confidence, resilience, independence and a lifelong enjoyment of swimming.

Our purpose

Developing and inspiring a life-long love of swimming.

Our values

- Progressive: always striving for improvement
- Respectful and inclusive: accepting all people
- Courageous: we foster courage and build resilience
- Supportive: working together, we can achieve anything
- Fun and hard work: we enjoy a balance of both
- Proud to belong: proud to belong to Yarra Plenty Waves

Every coach at YPW is expected to bring these values to life in their day-to-day coaching, alongside our purpose of developing and inspiring a life-long love of swimming.

2. Position purpose

The Swim Coach helps deliver YPW's swimming programs and supports swimmers as they develop their skills, fitness, confidence and racing ability.

Working with the Head Coach and Lead Development Coach, you will deliver well-planned training sessions, give swimmers clear and useful feedback and support them at training and selected competitions.

The role also gives you the opportunity to develop your own coaching skills and experience. We want to support our coaches as well as our swimmers, with opportunities to learn from experienced coaches, receive feedback and take on greater responsibility as your skills develop.

This role is an opportunity to bring YPW's purpose and values to life every day, helping swimmers build confidence, resilience and a genuine love of the sport, not just improved times.

3. Working arrangements

Our squads train and compete throughout the year, with coaching opportunities across:

- morning sessions, Monday to Saturday, with sessions from approximately 5:45am
- afternoon and evening sessions, Monday to Friday, with sessions running between 4:00pm and 8:30pm depending on the program
- selected Saturday and Sunday sessions
- selected weekend swim meets

Days and shifts will be selected to suit your availability across the timetable and the needs of the program. The role operates during the school term unless otherwise specified.

4. Main responsibilities

Coaching and training

- deliver training sessions in line with the club's coaching program and direction from the Head Coach
- prepare for each session and understand what swimmers are working towards
- provide clear instructions and demonstrations
- give swimmers practical, constructive and age-appropriate feedback
- help swimmers develop technique, fitness, skills and race knowledge
- observe swimmers during sessions and share relevant progress with senior coaches
- adapt your coaching and communication to suit different ages, abilities and learning needs
- encourage swimmers to take responsibility for their own development
- help create a focused, positive and enjoyable training environment
- ensure swimmers are appropriately supervised throughout each session

Swimmer development

- build positive and professional relationships with swimmers
- support swimmers to develop confidence and independence
- encourage effort, resilience and good training habits
- recognise improvement as well as competition results
- help swimmers understand the connection between training, preparation and performance
- support swimmers to work towards appropriate goals
- encourage swimmers to take pride in their progress
- raise concerns about swimmer progress, behaviour or wellbeing with the Head Coach or appropriate senior staff

Coaches are expected to apply the YPW philosophy of developing the person as well as the athlete in their everyday coaching, and to reflect our values, particularly courage, resilience and inclusion, in how they support every swimmer's development.

Competition and swim meets

- attend selected weekend swim meets as required
- support swimmers before, during and after races
- assist with warm-ups and race preparation
- provide appropriate race feedback
- help swimmers remain organised and focused during competition
- encourage positive behaviour and sportsmanship
- help swimmers manage competition routines and expectations
- work with the coaching team to ensure swimmers are appropriately supported
- represent YPW professionally when attending competitions

Teamwork and communication

- work closely with the Head Coach and Lead Development Coach
- work collaboratively with the YPW coaching team
- follow agreed training programs and coaching approaches
- communicate relevant information about swimmers to the appropriate senior coach
- ask for support or clarification when needed
- be open to feedback and coaching from senior staff
- contribute ideas that may improve the training environment or swimmer experience
- attend relevant coaching meetings and professional development activities where required
- communicate respectfully with swimmers, parents, carers and other coaches
- maintain appropriate professional boundaries

Working with Yarra Swim School and the centre

- work collaboratively with Yarra Swim School learn-to-swim staff
- support communication between the learn-to-swim program and competitive squads where appropriate
- help identify and support swimmers who may be ready to progress from learn-to-swim into club programs
- maintain a positive working relationship with Yarra Swim School staff
- work cooperatively with the centre manager regarding pool operations, facilities and issues affecting training
- communicate facility or operational concerns promptly
- contribute to a positive working relationship between Yarra Plenty Waves, Yarra Swim School and the wider pool team

Child safety and swimmer wellbeing

- follow YPW child safety policies, procedures and codes of conduct
- maintain appropriate professional boundaries with swimmers
- provide appropriate supervision
- treat every swimmer fairly and with respect
- support an inclusive environment where all swimmers feel welcome
- respond appropriately to concerns about a swimmer's safety or wellbeing
- report incidents, injuries, hazards and concerns through the appropriate club processes
- maintain confidentiality and handle member information appropriately
- comply with relevant child safety and safeguarding requirements

Pool safety and risk management

- maintain awareness of swimmers throughout each session
- follow pool rules and venue safety procedures
- maintain the required Pool Lifeguard qualification
- follow emergency procedures
- report hazards or unsafe conditions promptly
- respond appropriately to injuries and incidents
- ensure training activities are appropriate for the swimmers involved
- follow venue requirements at Herb Norman Pool and WaterMarc

Professional conduct

- arrive on time and be ready to coach before the session begins
- be prepared for each training session
- be reliable and communicate as early as possible if unavailable
- maintain a professional and appropriate presentation
- communicate respectfully with swimmers, families, staff and volunteers
- maintain professional boundaries
- respect the privacy and confidentiality of swimmers and families
- represent Yarra Plenty Waves positively
- contribute to a respectful and supportive coaching culture
- take responsibility for your ongoing professional development
- respond positively to feedback and use it to improve

5. Coaching philosophy

All YPW coaches are expected to understand and apply the club's coaching philosophy:

Develop the person. Develop the athlete. Performance will follow.

This philosophy reflects our club values of being progressive, supportive and inclusive, helping every swimmer build resilience and enjoy a balance of fun and hard work.

- focus on the swimmer as an individual
- recognise that development takes time
- encourage swimmers to work hard while maintaining enjoyment
- develop confidence and resilience alongside swimming ability
- celebrate improvement as well as achievement
- help swimmers become increasingly independent
- create an environment where swimmers feel supported and challenged

6. Qualifications and experience

Essential

- minimum ASCTA Coach Accreditation or equivalent recognised swimming teaching and coaching qualification
- current Pool Lifeguard Award
- current CPR qualification
- current First Aid qualification
- valid Working with Children Check clearance
- experience working with swimmers

Desirable

- experience coaching competitive swimming
- experience working with junior swimmers
- experience working with teenagers or adult swimmers
- experience attending swim meets
- knowledge of swimming technique and race skills
- experience working within a coaching team
- commitment to ongoing coaching education and development

7. Skills and attributes

Coaching skills

- ability to deliver clear and purposeful training sessions
- ability to observe swimmers and provide useful feedback
- understanding of swimming technique and skill development
- ability to adapt coaching to different swimmers

Communication

- clear and positive communication
- ability to build rapport with swimmers
- respectful communication with parents and carers
- ability to work effectively with other coaches and staff

We're looking for someone who is

- reliable and punctual
- positive and approachable
- patient and encouraging
- comfortable giving and receiving feedback
- organised and prepared
- able to work independently and as part of a team
- committed to swimmer development and wellbeing

8. Developing as a coach

We want our coaches to keep learning too. You'll have opportunities to:

- work alongside experienced coaches
- receive feedback on your coaching
- observe and learn from other coaches
- develop experience across different swimmer groups
- build competition coaching experience
- attend relevant professional development opportunities
- develop your knowledge of swimming technique, training and athlete development
- gradually take on additional coaching responsibilities
- build experience for future coaching opportunities within the club

As you develop, there may be opportunities to take on greater responsibilities within the club. This will depend on your skills, experience, performance and the needs of the club.

9. Venues and facilities

Herb Norman Pool:

YPW's home pool in Greensborough, featuring an indoor 25m heated pool.

WaterMarc:

A 50m pool used by YPW for selected training and competition activities.

YPW provides

- club polo shirt
- staff room and kitchen at the home pool
- free on-site parking
- casual and flexible work options across the club timetable

10. Key working relationships

- Head Coach
- Lead Development Coach
- YPW coaching team
- Yarra Swim School centre manager and Swim School staff
- swimmers across YPW programs
- YPW committee and volunteers
- parents and carers
- external venue staff
- swim meet officials and visiting clubs

11. What good looks like

- sessions are prepared and delivered well
- swimmers know what they are working on and receive useful feedback
- swimmers are safe, supported and appropriately challenged
- you communicate well with the coaching team
- you work positively with Yarra Swim School staff and the centre manager
- you turn up prepared and ready to coach
- you take feedback on board and use it to improve
- you support swimmers appropriately at competitions
- you contribute positively to the club
- you continue to develop your coaching knowledge and skills
- you apply the YPW coaching philosophy consistently
- you live the club's values, progressive, respectful, courageous, supportive, and proud to belong, in how you coach

Performance is not measured only by race results. Swimmer development, the quality of the training environment, teamwork, values in action and your contribution to the club are also important.

12. Child safety and compliance

Employment is subject to maintaining all required qualifications and checks.

You must advise YPW if any required qualification, registration, clearance or accreditation expires, is suspended or changes status.

You will follow:

- YPW policies and procedures
- YPW child safety requirements
- relevant swimming governing body requirements
- venue rules and safety procedures
- applicable legislation and regulations

13. Application

Applicants should provide:

- a cover letter or a short video telling us why you'd like to join YPW and what interests you about the role
- current resume
- details of relevant coaching experience
- details of relevant qualifications and certifications
- current Working with Children Check details
- availability across the YPW timetable
- two referee contacts

Apply online: yarraplentywaves.com.au/jobs

Questions: jobs@yarraplentysc.com.au

Current YPW timetable: yarraplentywaves.com.au/memberportal/timetable

14. Position review

This Position Description sets out the current responsibilities and expectations of the YPW Swim Coach role. It may be reviewed and updated as the club's programs, facilities and operational needs change.

Acknowledgement

I acknowledge that I have read and understood this Position Description and the responsibilities and expectations of the YPW Swim Coach role.

Employee name

Signature

Date

YPW representative

Signature

Date
