



Position Description, Nippers Coordinator

Primary responsibilities

Working closely with the (volunteer) Director of Nippers and the Nippers Committee, you will hold primary responsibility for the effective planning, coordination and execution of Bronte's Nippers program, one of the largest in the country. You will provide support to a team of volunteers, and communicate with a significant number of Bronte's members.

This is a permanent part-time position, with a base requirement of 24 hours per week.

Responsibilities include (but are not limited to):

- The program calendar, coordination of volunteers such as Age Managers, Coaches and Water Safety, and associated compliance such as attendance records, Working With Children Checks and confirming relevant qualifications are held.
- Annual membership registration including communications and database management.
- Coordination of Nippers events including event management and communication for proficiencies, water and sand training programs, Club Championships, Waverley Shield, Branch and State Championships, B2B Junior Ocean Swim, weekly Nippers BBQ, Nippers Disco and end of season celebrations and presentation.
- Communication, including weekly Nippers Newsletter and keeping the Nippers pages of the website current.
- Planning meetings, coordinating diaries and arranging catering.
- Contributing to the planning and execution of the Bronte Junior Ocean Swim and Bondi to Bronte Ocean Swim.

Secondary responsibilities

Support and contribute to the broader Bronte office administrative and customer service team. Responsibilities may vary throughout the season or to fill in for the absence or overburden of other staff members. These may, for example, include room set ups, receiving deliveries, answering phones, facilitating merchandise sales, contributing to and preparing Club communications including the electronic newsletter, social media and Annual Report.



Evening and weekend work

Due to the nature of working with volunteers, you will be required to work occasional evenings and weekends to attend meetings and provide administrative support for the Nippers program delivery. These events are generally set well in advance as part of the annual Nippers calendar. Meetings are a mix of online and face to face attendance.

Set Sunday work days for the first season in the role will include:

- Nippers pool swim proficiency day (Mid September)
- The first three Sundays at the start of the Nippers season (Mid to late October)
- The Bronte Junior Ocean Swim (1st Sunday in December*)
- The last Nippers Sunday before Christmas (generally 2 weeks out)
- The last Nippers Sunday of the season (mid-March)
- Nippers Presentation Day (late March)

* In 2026 the Bronte Junior Ocean Swim and Bondi to Bronte Ocean Swim will be held on Sunday 8 November.

Required Skills and Experience

- Experience in working to tight deadlines with competing priorities
- Excellent written and verbal communications skills
- Exceptional customer service focus
- Excellent administrative skills and high attention to detail
- Good organisation, planning, and time management skills
- Ability to work both autonomously and as part of a small team
- Ability to work outside of normal working hours, including evenings and weekends
- Confident, professional and adaptable

Reporting lines

The Nippers Coordinator reports directly to the General Manager and the Director of Nippers.