

Position Description

Learn to Swim Instructor

November 2020

DETAILS

Team and Department	Public Safety and Aquatic Services
Division	City Services
Supervisor	Learn to Swim Team Leader
Direct Reports	NA
Grade	4
Delegation of Authority	NA
Budget Expenditure	No responsibility for managing expenditure
Procurement Expenditure Levels	\$0
City Plan Directions	5b. Facilitate a range of sporting and leisure activities.

PURPOSE

Provide a professional learn to swim program for all swimmers enrolled in the Program. Including Learn to Swim, Intensive Holiday Program, School Groups. Provide quality customer service by delivering superior learn to swim tuition, displaying a thorough knowledge of the program levels and criteria while providing a friendly and positive experience for students.

KEY ACCOUNTABILITIES

1. Provide professional swimming tuition to Learn to Swim patrons of ranging ability in accordance with the Centre's Learn to Swim Programme.
2. Develop the talent and ability of all swimmers enrolled in the Learn to swim program and evaluate their progress towards personal and program goals.
3. Plan and develop swimming lessons to meet the defined needs of patrons while maintaining the programs level criteria.
4. Maintain accurate attendance records and ensure student progression.
5. Provide accurate and timely information and advice on the Swim Program and safe pool practices to the public as required.
6. Provide a high level of customer service and ensure that customer enquiries and complaints are dealt with in an efficient and positive manner.
7. Contribute to a cohesive team environment.
8. Ensure that adequate equipment is available for Learn to Swim classes (when required) and is cleaned, maintained and appropriately stored after use.
9. Attend all staff meetings and community meetings as required.
10. Monitor and report any loss of Swim School equipment to the Learn to Swim Team Leader.
11. Assist in providing a clean, safe and inviting environment to patrons of the Centre.
12. Report on pool incidents and take appropriate timely action to address and resolve matter.

13. Maintain WH&S and risk management policies and procedures.
14. Such other duties as may be required by the Manager, Public Safety and Aquatic Services.

KNOWLEDGE, SKILLS AND ABILITIES

ESSENTIAL

1. Qualifications: AUSTSWIM or SWIM AUSTRALIA -Teacher of Swimming & Water Safety
2. CPR – (HLTAID001)
3. Experience in providing Learn to Swim tuition.
4. Demonstrated ability and successful experience in working as part of a team.
5. Good interpersonal and communication skills and a commitment to provide outstanding customer service.
6. Ability to work under limited supervision and to demonstrate initiative when required.
7. Working knowledge of WH&S practices.
8. A NSW Working with Children Clearance, as per the Child Protection (Working with Children) Act 2012, obtained via the Office of the Children’s Guardian.

DESIRABLE

1. Senior First Aid Certificate or equivalent
2. Bronze Medallion
3. AUSTSWIM: Teacher of Infants & Pre Schoolers
4. AUSTSWIM: Teacher of Aquatics- Access & Inclusions
5. AUSTSWIM: Teacher of Adults
6. AUSTSWIM: Teacher of Towards Competitive Strokes

CORPORATE REQUIREMENTS

Position falls under the definition of child related employment	YES
WHS General Construction Induction (White) card	NO
Good driving record or possession of a driving licence required	YES
Specify licence type:	C CLASS
Position required to make a disclosure of pecuniary interest	NO
Criminal History Check	NO
Record keeping responsibilities	YES

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority.

Code of Conduct

All staff are required to adhere to the Code of Conduct.

Workplace Health and Safety

All staff are required to adhere to Councils Workplace Health and Safety Policy.

Equal Employment Opportunity

All staff are required to participate in and demonstrate behaviour that supports the EEO Policy and EEO Management plan.

Recordkeeping Responsibilities

Ensure accurate records are maintained in Council’s corporate information system for all customer queries, customer complaints and documenting evidence of business transactions.