

POSITION DESCRIPTION



POSITION TITLE: Learn to Swim Teacher
CLASSIFICATION: Aquatic and Leisure Services
UNIT / DIVISION: Recreation / Regulatory and Community Services

HUMAN RESOURCE MANAGER:
Signature & Date

GENERAL MANAGER:
Signature & Date

INCUMBENT:
Signature & Date

.....
Print Name

POSITION OBJECTIVES

Conduct swimming tuition including but not limited to; water familiarisation and confidence, stroke development and water safety to participants enrolled in the Learn to Swim program, in accordance to recognised Learn to Swim guidelines.

KEY RESPONSIBILITIES

- Demonstrate and provide, professional and clear instructions pertaining swimming instruction.
- Ensure that safety and risks are recognised and emergency procedures are clearly understood and well-practiced.
- Be proactive in identifying, controlling and eliminating risks in the workplace.
- Ensure appropriate equipment is accessible for the use of the class and not obstructing public thoroughfare.
- Provide a varied range of instructions and drills appropriate to all levels of proficiency in the swim school.
- To encourage a fun, safe learning environment with a high standard of client interaction at all times that is conducive to customer satisfaction encouraging patronage to our facility and promoting repeat visits.

ORGANISATIONAL RELATIONSHIPS

Reports to: Learn to Swim Team Leader

Supervises/Manages/Coordinates: Nil

Internal Liaisons: Recreation Manager
General Manager Regulatory and Community Services
All staff

External Liaisons: Community organisations
Members of the public

POSITION DESCRIPTION

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Must not commit to any expenditure without consultation with supervisor
- Provide information and support to senior employees and clients
- Perform work within specific guidelines, policies, procedures and under general supervision
- Seek assistance for decisions on any matter which could have an effect on Council policies and procedures

JUDGEMENT AND DECISION MAKING

- Work within Council's administration systems, policies and procedures
- Act under the guidance of the supervisor
- Guidance and advice is always available

SPECIALIST KNOWLEDGE AND SKILLS

- Ability to conduct Learn to Swim classes
- Have a working knowledge of the latest trends in the field of aquatic education
- Practical knowledge of current first aid and resuscitation procedures
- Skills and knowledge in conducting aquatic education classes at a leisure facility
- Knowledge of the legal and legislative requirements of the role within the team and the wider organisation
- Ability to operate computer systems including Microsoft Office suite

MANAGEMENT SKILLS

- Basic skills in managing time, planning and organising own work to efficiently achieve specific objectives within a set timetable
- Provision of guidance, advice and training on routine technical, procedural or administrative matters

INTERPERSONAL SKILLS

- Strong written and oral communication skills
- Work positively within a team environment

QUALIFICATIONS AND EXPERIENCE

Mandatory

- Current Cardiopulmonary Resuscitation (CPR) Certificate
- Valid Working With Children Check (WWCC)
- AUSTSWIM Teacher of Swimming and Water Safety
- Learn to Swim teaching experience
- Valid driver's licence

Key Selection Criteria

1. Relevant qualifications and experience
2. Flexible to work mornings, evenings and weekends
3. Able to communicate effectively with both staff and patrons
4. Demonstrated knowledge of current industry

Other Prerequisites – Applicants must have a valid Australian visa with work rights and hold an Australian Driver's Licence.