Cook Shire COUNCIL

Join the team!

CANDIDATE INFORMATION KIT

CASUAL SWIMMING POOL ATTENDANT / LIFEGUARD

Cooktown Community Swimming Pool

Job Reference: CSC212



Applications close 9.00am Friday 11 December 2026

Don't miss your chance to apply!

Cook Shire Council reserves the right to close applications prior to the advertised closing date if a suitable candidate is identified.

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Do you have experience in lifeguarding and/or aquatic recreation or a keen willingness to learn?

Thank you for your interest in applying for the Casual Swimming Pool Attendant / Lifeguard role with Cook Shire Council.

This is an exciting opportunity for someone with a willingness to learn and a proactive attitude to embark on a new career journey! Cook Shire Council is willing to provide the successful candidates with the learning, development and training requirements needed to become fully qualified!

About the Role

The Cooktown Swimming Pool is open 7 days a week and offers a range of activities throughout the year, including Learn to Swim programs, private swimming lessons, aqua aerobics, hydrotherapy, school activities and more. Your role will be part of operation and maintenance of the Cooktown Swimming Pool including kiosk sales, quality customer service, gate takings, pool maintenance and lifeguard duties, whilst maintaining a safe recreational environment.

About Cook Shire Council

Cook Shire Council is a progressive and forward thinking organisation with a rich blend of culture and community connections and collaboration. Our Council brings tremendous positive opportunities and provides for a bright, healthy and sustainable future for our Shire, its residents and communities.

We have compiled this Candidate Information Kit to provide an overview of Cook Shire Council and the advertised position, to assist you in preparing your application.

The kit contains the following information:

- Application Guide
- Position Details
- Information about Cook Shire

APPLICATION GUIDE

The information contained in this guide is designed to assist you in preparing an application for this vacant position within Cook Shire Council.

Your application determines whether you will be shortlisted for an interview. It is your opportunity to show the selection panel that you have the knowledge, skills, experience and ability to do the job.

HOW TO APPLY

Prepare a letter and up to date resume. Tell us why you would like to be considered for this role and send it to us!

Please provide an answer to these questions in your application to us:

- ✓ Why does this particular role interest you?
- ✓ What is your previous experience in an aquatic environment?
- ✓ What skills do you have that would make you a suitable candidate?
- ✓ Address the screening questions on page 4
- ✓ Include two employment-related referees.

Send your application:

Online: www.cook.qld.gov.au/work
Applications should be submitted online. Click on the **Apply Now** tab to apply.

PRE EMPLOYMENT MEDICAL EXAMINATION

If you are successful, a pre-employment medical examination will be required. Drug screening will be part of the medical examination. Positive result of any prohibited drugs may result in withdrawal of offer of employment.

SUMMARY & CONDITIONS OF EMPLOYMENT

JOB REFERENCE:	CSC212
Position:	**Casual Swimming Pool Attendant / Lifeguard**
Location:	Based at Cooktown Swimming Pool, 10 Charles Street, Cooktown
Tenure:	Casual
Remuneration:	Queensland Local Government Industry (Stream B: Division 2, Section 5) Award – State 2017 – Level 1 to 3, dependent on qualifications and experience between $43.62 and $44.86 per hour inclusive casual loading Penalty rates apply for weekend work
Superannuation:	12% Superannuation contributions

SCREENING QUESTIONS

It would be helpful to include a response to these questions as part of your application.

SC1. Do you currently possess any of the following current qualifications:

a. First Aid Certificate Yes/No

b. CPR Certificate Yes/No

c. Pool Lifeguard Certificate Yes/No

d. Pool Operator's Certificate Yes/No

e. Austswim Teacher of Swimming and Water Safety Certificate Yes/No

f. Working with Children Blue Card (mandatory: no card, no start laws apply) Yes/No

SC2. Please outline why this particular position interests you.

SC3. Please describe any customer service skills you may have, or what good customer service means to you.

SC4. Please provide details of your effective written and oral communication skills.

SC5. Please provide details of your computer skills and experience.

SC6. Are you able and willing to travel when necessary to undertake training?

.

POSITION DESCRIPTION

Position Title:	Casual Swimming Pool Attendant/Lifeguard/Instructor
Division:	Growth and Liveability
Location:	Cooktown Swimming Pool, 10 Charles Street, Cooktown
Award/Classification:	Queensland Local Government Industry (Stream B – Division 2, Section 5) Award – State 2017 – Level 1 to 3, dependent on qualifications and experience

1 POSITION OBJECTIVES

- Responsible for the operation and maintenance of the Cooktown Swimming Pool including kiosk sales, gate takings, quality customer service and regular pool maintenance, whilst maintaining a safe recreational environment.
- If suitably qualified, provide professional swimming tuition to participants of swimming programs whilst providing quality customer service.

2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities will include but are not limited to:

2.1 Swimming Pool Attendant:

Pool Operations

- Responsible for the opening of the swimming pool for use by members of the public at agreed rostered hours by Council. Such hours will vary between summer and winter seasons.
- Collection and accurate recording of gate takings.
- General count of attendance to be provided to Pool Coordinator on a weekly basis.
- Supervision of members of the public at all times during the opening of the pool.

Pool Maintenance

- Vacuuming of pool on a daily basis.
- Testing of chemicals three times per day and undertake treatment of water as per operation manual.
- Responsible for the day to day cleaning of all public areas within the swimming pool complex during the period the pool is open to the members of the public.
- Responsible for the upkeep of the swimming pool complex in a clean and tidy manner, including the grounds.
- Carry out measures to control the formation of algae within the swimming pool.

2.2 Swimming Pool Lifeguard:

- Supervision of members of the public at all times during the opening of the pool.
- Responsible for spotting hazards and preventing accidents.
- Provide advice on water safety.
- Facilitate water rescues if necessary.

- Provide first aid, including CPR if necessary.

2.3 Swimming Instructor:

- Provide professional tuition to participants in Council swimming programs.
- Provide professional tuition to learn to swim participants.
- Set up necessary pool equipment and pack away on conclusion of swimming programs.
- Work with other pool staff and contractors in the planning and development of Council swimming programs.
- Evaluate and assess the progress of all participants enrolled in swimming programs.
- Provide teaching in a friendly, happy and polite manner with empathy toward the participants.
- Maintain accurate and timely information and advice on swimming programs and safe pool practices to the public as required.

2.4 Other Duties:

- Required to perform other duties as required, commensurate with classification level and as reasonably directed.

3 POSITION REQUIREMENTS

3.1 Training and Certifications

- Senior First Aid Certificate.
- Pool Lifeguard Certificate.
- Austswim or Swim Queensland Teacher of Swimming Certificate.
- Exercise caution through training in life saving and first aid.
- Experience in the delivery of children's programs.
- Knowledge of pool operations.
- Working with Children Blue Card (essential – no card, no start laws apply).
- Maintain physical fitness and health to the standard required for performing lifeguard duties, including:
  - Successfully completing a 200-metre continuous swim without equipment in under 6 minutes; and
  - Performing a 50-metre drag of a simulated unconscious casualty.
- Participate in scheduled health assessments at least annually and fitness assessments every six months.
- Promptly report any changes in health status that may affect the ability to perform lifeguard responsibilities.
- Training will be provided as deemed necessary.
- The incumbent may be required as part of this position to attend professional development opportunities.

3.2 Interpersonal Skills

- Ability to provide a high level of customer service satisfaction and quality of service to internal and external customers.

- Ability to gain co-operation and assistance from and communicate effectively with staff, customers, contractors, government agencies, volunteers and others.
- Sound verbal and written communication skills.
- Display initiative and problem solving skills.

3.3 Workplace Standards

- Compliance with Council's Code of Conduct, Corporate Policies and Procedures and relevant legislation.
- Embody and promote Council's mission and values, contributing to a positive and inclusive workplace culture.
- Promote and maintain a professional image, demonstrating respect, integrity and ethical behaviour in all Council duties and activities.
- Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- Contribute toward the overall efficient and effective operations of Council.

3.4 Workplace Health and Safety

- Compliance with Council's Workplace Health and Safety Management Systems and *Work Health and Safety Act 2011* (Qld).
- Compliance with all documented WHS policies, procedures and reasonable instructions issued by Council and its officers.
- Adopt a "safety first / risk adverse" mindset to ensure the well-being of yourself and others.
- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards in the workplace, and/or report hazards and risks in accordance with WHS procedures.
- Report workplace incidents, including, but not limited to injuries, property damage and near misses and, if requested, actively participate in WHS investigations within the workplace.
- Actively participate in training provided by Council in relation to WHS management principles and practices appropriate to your role and responsibilities within the Council.

4 ORGANISATIONAL AND REPORTING RELATIONSHIPS

- Reports to the Team Leader - Cooktown Swimming Pool.
- Liaises with Cooktown schools and surrounding town schools, Cooktown Swimming Club, community organisations and the general public.

INFORMATION ABOUT COOK SHIRE

Cook Shire is the largest land area Shire in Queensland covering 106,000km^2 and encompassing some 80% of the Cape York Peninsula region of Far North Queensland. The Shire also shares boundaries with a number of Aboriginal Shire Councils as well as Mareeba, Douglas and Carpentaria Shires. Our population is around 5,000 shire-wide.

Our natural environments across the Shire are as diverse as they are spectacular, including rainforest, savannah country, agricultural and pastoral land, tropical islands and a number of towns. Cooktown is our largest town and is home to the Council administration office and works depot. Other townships and localities include Marton, Lakeland, Laura, Coen, Ayton, Rossville, Helenvale and Portland Roads.

Cook Shire is a developing local government area with a steady increase in population, particularly in Cooktown. The Endeavour Valley and Lakeland are the centres of horticulture whilst other areas support the cattle industry. Cooktown has a thriving recreational and commercial fishing industry, which includes live coral trout and crayfish, prawns and other fisheries.

One of Australia's most historically significant townships, Cooktown is the location where Captain James Cook spent almost seven weeks repairing his vessel, the HM Bark Endeavour. Some of the most extraordinary discoveries and interactions with local Aboriginal people occurred here in 1770.

Weather

Cook Shire enjoys a mild tropical climate all year round with the annual wet season generally running from January to March. This is when the environment comes to life and a great time to get out and about. April to December brings a drier period with cooler weather and temperatures averaging around 27 degrees Celsius. In summer Cooktown is usually about 5 degrees cooler than Cairns.

Services

Supermarket	Bakery	Airport
Petrol stations	Speciality stores	Coffee shops and cafes
RSL and Bowling Clubs	Pubs and bottle-shops	Medical centre
Schools (public and private)	Restaurants	PCYC Events Centre
Pharmacy	Hospital	Newsagent
Public swimming pool	Visitor Information Centre	Golf Club

Getting here

FLY	45 minute flight to Cooktown from Cairns
DRIVE	3.5 hour drive on inland sealed road from Cairns (self-drive or bus)
CRUISE	Sail or cruise from Cairns via private vessel, cruise ship or tour boat

Cooktown is very accessible with many all-weather travel options. For details on companies who run regular services to Cooktown and other great travel information, take a look at our tourism website www.cooktownandcapeyork.com.

Arts and Culture

There is an extensive array of arts in Cooktown to feast your senses on including paintings, carvings, photography, crafts, music, public art and festivals. The Cooktown and Rossville markets showcase many talented local artists, multiple art galleries feature in the main street of Cooktown and one at the Visitor Information Centre at Nature's Powerhouse and annual festivals and events. There are always plenty of opportunities to enjoy the arts, music and dance, and local bands perform regularly at various venues around town.

With the range of Indigenous communities surrounding Cooktown there is no shortage of opportunities to discover one of the world's most ancient cultures. The local Bama people would be pleased to share stories about their culture and take you for a peek at some of the oldest and most significant rock art sites around the world. Tours operate from Wujal Wujal, Laura, Cooktown and Hope Vale and each offer an insight into the traditional Aboriginal way of life, bush tucker, customs, beliefs, and creation stories. There are also arts and cultural centres based in Wujal Wujal, Laura and Hopevale to give you a leisurely insight into the ancient cultures at your own pace.

Information

For further information about our Council and Shire please visit Council's website www.cook.qld.gov.au.

Privacy

Cook Shire Council is committed to helping you protect your privacy. The information provided by you and information retrieved from databases held by Cook Shire and displayed to you online is intended for the sole use of the authenticated user for the purpose of enhancing customer interactions with Cook Shire Council.

By submitting your application to Council, you agree that we may use your personal information for the purpose of processing your application. If you are shortlisted for interview and we perform a reference check, third parties may be contacted to obtain more information about you.