



Position Description

Position Title	Learn to Swim Instructor
Position No.	9290
Division	Infrastructure & Economy
Department	Aquatic Centre
Reports to	Aquatic Centre Team Leader
Current Status	Casual
Band/Level	Band 1 Level 3
Grade	5
Step	Entry to Step 4 (Trainee Band Wages apply to employees up to and including 18 years of age as per Local Government (State) Award)
Last Reviewed	January 2025
Conditions of Employment	The employee will work according to conditions provided under the <i>Local Government (State) Award</i> as varied from time to time, and the Council Policies/Systems including, but not restricted to: * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
Work Health and Safety (WHS)	The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

The primary responsibility of this position is to plan and deliver high quality instruction and safe swimming lessons in a safe, fun and effective manner. To have a complete knowledge and understanding of all aspects of teaching swimming, water safety and ensuring the safety and enjoyment of participants in classes at all times. To be able undertake other duties as required including lifeguarding where qualifications allow.

Specific Duties and Responsibilities

- Work independently with small groups of children and or adults to provide Learn to swim tuition based on councils learn to swim Guidelines while ensuring safety of participants of the program.
- Maintain a high level of enthusiastic customer service at all times.
- Ensure you assist in the set up/ pack up of learn to swim equipment and ensure you have organised and retrieved all equipment before starting your classes..
- Conduct learn to swim lessons and programs which meet the individual needs of participants
- Liase with other instructors and participants in order to continually improve service delivery
- Maintain records related to learn to swim classes
- Plan learn to swim classes prior to delivery
- Work within the level and timing structure of Councils swim school program
- Present a positive image of Council to the public.
- Comply with all applicable Council policies and procedures
- Co-operate with supervisors/managers to ensure safety, quality and environmental requirements are met
- Have a passion for working with the community to provide a skill for life

Staff & Training

- Participate in regular in-house training sessions
- Maintain currency of qualifications relevant to the position
- Provide assistance and advice to trainees when required
- Attend all staff meetings when asked

Other

- Perform other duties as directed by the Centre manager when required including Pool lifeguard duties if qualified.
- Liaise with the centre manager regarding your lane usage and equipment
- Assist in maintaining the facility in a clean and safe condition
- Provide feedback on the popularity of the classes.
- Provide routine guidance, advice and training in learn to swim class instruction as required.
- Ability to work flexible hours including weekends
- A strong team work ethic
- Operation hours are subject to seasonality and rostered hours may change to meet the demands of the business and our members.

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
 - Receive customer enquiries in a courteous and efficient manner
 - Research, assess and respond to customer enquiry within an appropriate timeframe
- Complete Time Sheets / Leave Applications
 - Complete Time Sheets
 - Complete Leave Forms
- Work Health and Safety Responsibilities
 - Present for work in a fit state (not under the influence of drugs or alcohol)
 - Not undertake any task / activity for which you have not been trained, inducted or deemed competent to do
 - Report all hazards, near misses, injuries, incidents to their immediate supervisor immediately
 - Not through act or omission create an unsafe workplace or environment
 - Ensure adherence to developed SWMS/RA, SOP's, Procedures
 - Assist in the development of specific SWMS/RA where identified and required
 - Follow all necessary instruction, training, information and supervision to enable works to be undertaken safely
 - Advise immediate/relevant supervisor of any hazard or risk outside area of control or delegation
 - Assist in the investigation of all injuries and incidents
 - Ensure the safe and correct use/application of plant, equipment and PPEC
 - Commitment to Council's Injury Management Procedure
 - Maintain good site housekeeping at work location
 - Contribute to continual improvement of workplace risk control processes
- Recordkeeping Responsibilities
 - The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
 - Prioritise and complete allocated Recordkeeping activities

Supervisory Responsibilities

- Nil staff supervisory responsibilities
- Learn to Swim participants

Signatures

I agree to the requirements of this Position Description.

Employee

Date

Supervisor

Date

Selection Criteria

Essential

- Current Austswim Certificate – Teaching of swimming and Water Safety or equivalent
- Current CPR Certificate
- Current Senior First Aid Certificate
- Current Working with Children Check (if over 18)
- Demonstrated commitment to the principals of honesty and integrity
- Commitment to Work Health and Safety

Desirable

- Current Austswim Certificate – Teacher of infants and Aquatics or equivalent
- Previous experience in 'Learn to Swim' Programs
- Austswim Certificate – Teacher of Aquatics for People with Disabilities, competitive strokes or equivalent
- Level 1 Australian Swimming Coaching Qualification
- Aqua Aerobics Certification
- Current Pool Lifeguard qualifications
- Class C Drivers Licence

Desirable Skills

- Previous experience in the aquatics industry
- Have good oral and written communication skills
- Have the ability to resolve minor problems with participants, other employees and members of the public
- A high level of customer service delivery skills
- Energy and enthusiasm and a desire to help people
- Ability to problem solves and works within in a team environment.