Position Description

Swim Instructor

Position Details

Position Title	**Swim Instructor**
Position Number	705502
Classification	Band 3
Division	Infrastructure and Environment
Branch	Property and Leisure Services
Unit	Yarra Leisure
Reports To	Learn to Swim Team Leader
Employment Essentials	• Working with Children Check • National Police Check •

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islander peoples, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

Organisational Context

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

Position Description

Swim Instructor

The Property and Leisure Services Branch is responsible for Aquatic Programs.

Position reports to:	Learn to Swim Team Leader, Aquatic Programs Officers and Aquatic Services Officers
Reporting to this Position:	NIL
Internal Relationships:	Aquatic Programs Coordinator, Aquatic Programs Team Leaders, Aquatic Programs Officers, Aquatic Services Officers, Swim Instructors, Coaches, Leisure Facilities Staff Other, Council staff as required
External Relationships:	Members of the Facilities, City of Yarra Community

Position Overview

• Provide high quality, safe, fun, engaging and effective swimming lessons to Yarra Leisure participants.

• Establish good communication with all Yarra Leisure patrons, participants and Yarra Leisure staff.

• Perform all work processes following Yarra Leisure Aquatic Programs and all Yarra Leisure policies and procedures.

Key Responsibilities

All Yarra employees:

Demonstrate leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate considerations into all of Councils activities.

Program and session delivery

• Provide high quality, safe, fun, engaging effective swimming lessons to Yarra Leisure participants

• Enhance water safety knowledge of participants whilst developing comprehensive aquatic skills and competencies, including survival skills and swimming strokes.

• Deliver all Yarra Leisure Aquatic Programs in a safe and professional manner in accordance to Yarra Leisure policies and procedures.

• Promote participation in a safe and enjoyable aquatic environment.

• Set up and pack up equipment and other materials in preparation for lessons.

• Accurately evaluate participants (in conjunction with program supervisors) against set criteria relating to participants progress within the Aquatic Programs.

• Begin and end all classes in a timely manner.

• Deliver the lessons as per the Yarra Leisure curriculum, providing individualised feedback and coaching to improve and correct skills and strokes.

• To work positively with supervisory staff, other instructors and Yarra Leisure staff to ensure a smooth service delivery.

• Participate in covering roster to facilitate other swim instructor absences from the programs.

• Advanced personal swimming skills, including the ability to perform water rescues is essential.

Swimming and Water Safety Advocacy

• Be an advocate for the learn to swim's commitment to enhance the swimmer experience.

• Establish an environment that fosters positive team attitudes, encourages self-discipline, respect for others and responsibility.

• Exhibit enthusiastic leadership to swimmers, promote team work and appropriate and safe behaviour during lessons.

Communication

• Establish good communication with all Yarra Leisure patrons, participants and Yarra Leisure Staff.

• Promote a positive image of Yarra Leisure Aquatic programs through professional communication and presentation i.e. uniform, name badge, friendly nature, supporting Yarra Leisure peers, showing enthusiasm for the role, etc.

• Regularly communicate with the Aquatic Services Officers and Aquatic Programs Team Leaders regarding program development, participant progression, assessments and difficult customers.

• Establish good rapport with participants and adapt teaching style based on the varied needs and skill level of individual participants.

• Demonstrate the ability to work as part of a team and autonomously.

• Able to communicate with a diverse range of participants with varied ages and abilities.

Preparation and Administration

• Setting up lane space and equipment following the relevant centre lane allocation policy (Richmond Recreation Centre, Collingwood Leisure Centre and Fitzroy Swimming Pool).

• Plan adequately for each lesson and term.

• To provide detailed lesson plans for sessions for all covering swim instructors when on leave.

Training and Development

• Ensure Swim Teaching Qualification, CPR and Working with Children Check qualifications are maintained to be current and valid.

• Attend compulsory workshops and staff meetings when advised.

• Maintain a practical knowledge and understanding of Occupational Health and Safety associated with the delivery of Yarra Leisure's Aquatic Programs.

• Maintain a practical knowledge and understanding of Yarra Leisure facilities evacuation and emergency procedures.

Other

• Maintain a thorough knowledge of all Yarra Leisure policies and procedures and perform all activities as per the policies and procedures, including Quality Assurance (ISO 9001).

• Perform any other duties within the limits of your skill, competence and training.

Accountability and Extent of Authority

- Specific guidelines and works under general supervision.
- Freedom to plan work at least several days in advance.
- Effect of actions taken is usually limited to a local group or function.

Judgement and Decision Making

- Procedures well understood and clearly documented.
- Selection from a limited range, recurring work situations.
- Guidance and advice is always available.

Management Skills

- Basic skills in managing time, planning and organising own work.
- Guidance, advice and training of other staff in routine matters.

Interpersonal Skills

- Oral and written communication with clients, employees and members of the public, and in resolving minor problems.

Risk and Safety Requirements

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures to meet this commitment.

Specialist Skills and Knowledge

- Limited degree of skill.

- May require understanding of organisational context - including relevant policies and procedures.

• Knowledge and understanding of learn to swim principles.

• Ability to plan and deliver appropriate lessons based on participant needs and abilities.

• Advanced personal swimming skills, including the ability to perform water rescue. Knowledge of and ability to apply emergency first aid techniques, including resuscitation.

• Commitment to customer service excellence.

• Commitment to ongoing training and development.

Qualifications and Experience

- 4 years secondary plus short industry training course, or some on-the-job training, or traineeship.

• Current Teacher of Swimming and Water Safety Licence

• Current CPR qualification (or ability to obtain on confirmation of employment)

• Current Working with Children Check (or ability to obtain on confirmation of employment)

Key Selection Criteria

1. Demonstrated ability to design and implement swimming programs that cater to different skill levels, ensuring the progression and development of participants' swimming abilities in a safe aquatic environment.
2. Problem-solving skills to effectively manage unexpected situations or challenges that may arise in the aquatic environment, ensuring the safety and well-being of all participants.
3. Experience as an active member of a team where peers trust and support each other as well as working towards achieving common goals and maintaining a positive work culture.
4. Commitment to continuous professional growth, with a focus on staying updated with the latest trends and techniques in swimming instruction and water safety education, and the ability to incorporate this knowledge into lesson planning and delivery