



Position Description

Casual Swim Teacher

Our City

We are part of the Noongar Country that is called the Wadandi Boodja. The Wadandi people are the traditional custodians and have lived in the area for over 40,000 years. Situated 223kms from Perth, the City of Busselton is an important regional centre covering 1,454 square kilometres in the lower south west region of Western Australia. Our local government consists of approx. 500 employees proudly serving its fast growing community of approx. 41,000 residents.

Our Vision - Where environment, lifestyle and opportunity meet!



Environment

An environment that is valued, conserved and enjoyed by current and future generations.



Lifestyle

A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing.



Opportunity

A vibrant City with diverse opportunities and a prosperous economy.



Leadership

A Council that connects with the community and is accountable in its decision making.

Our Values

- Listening
- Considered Decision Making
- Appreciation
- Respect
- Team Work



Position Details

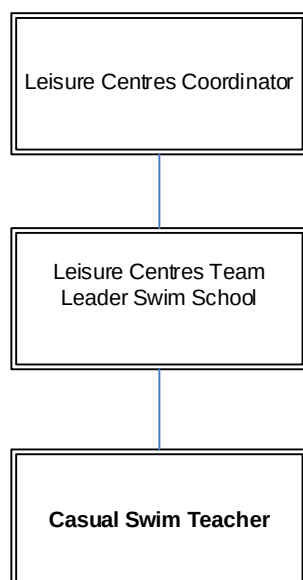
Title	Casual Swim Teacher
Position Number	440
Directorate	Community Planning
Reports to	Leisure Centres Team Leader Swim School
Employment Type	Casual
Industrial Instrument	City of Busselton Enterprise Agreement
Level	Recreation level 2/3

Position Overview

Summary of the key objectives of the position.

- Deliver high quality Learn to Swim programs.
- To assist in the effective supervision of patrons within the Centre and to ensure their safety, whilst fostering good customer relations.
- Effectively manage and deliver GLC Learn to Swim programs following relevant compliances from outside the organisation.
- Assist with the administration and procedures associated with the Learn to Swim programs.
- Promote the Learn to Swim programs, both internally and externally.
- Maintain attendance records in line with the GLC objectives.

Reporting Relationships



Key Duties and Responsibilities

Technical

- Assist in the supervision of patrons using the Aquatic areas of the Centre.
- Provide appropriate levels of swimming instruction to Swim School participants.
- Apply swim instruction techniques relevant to the specific Swim School program following established Swim School programs' practices and procedures.
- Prepare lesson plans prior to each lesson.
- Deliver quality customer service to all Swim School customers, internal and external.
- Assist with and provide feedback regarding student/parent issues.
- Undertake other activities including ongoing training and development as required for execution of the role.
- Maintain required qualifications.

Administration

- Assist with statistical report/supporting documentation preparation.
- Complete Swim School student and program administrative duties and responsibilities.

General

- Set up and pack down equipment as required and report any dangerous equipment to the Leisure Centres Team Leader – Swim School.
- Maintain the highest standards of client/staff safety.
- Comply with all City policies and procedures and relevant legislation.
- Assist with emergency situations in the facility, reporting and documenting any accidents/incidents as appropriate.

Corporate Responsibilities

- Exercise Workplace Health and Safety responsibilities as detailed in the WHS Policy and associated operational practices, procedures and guidelines.
- Uphold the City's values and behaviours.
- Understand the principles of customer service and undertake duties and responsibilities in accordance with the City's Customer Service Charter.
- Exercise continuous improvement responsibilities as detailed in the Process Improvement Framework.
- Undertake duties and responsibilities in accordance with code of conduct, corporate policies, operational practices and work processes.

Role Specific Competencies

The ideal candidate will be able to demonstrate the below competencies:

- Sound written, communication and interpersonal skills.
- Ability to work flexible hours to suit the needs of the service.
- Excellent customer service/public relations skills.
- Demonstrated ability to work in a team environment.

Authorities

This position operates under the limited direction of the Leisure Centres Team Leader Swim School within established legislative guidelines, policies of the Council and City Operational Practices and Procedures and guidelines.

This position may authorise purchases and certify invoices to the value specified in the Employee Purchasing Authority Limits OP.

Appointment Pre-requisites

- Current Austswim Teachers Accreditation or industry equivalent.
- Current Working with Children Check or an ability to obtain.
- Current Resuscitation certificate.
- Proof of right to work in Australia.