Rural City of Wangaratta

POSITION DESCRIPTION

Position Title	Aquatic Education Instructor - Schools
Position Code	7030
Directorate	Corporate & Leisure
Work Group	Wangaratta Sports and Aquatic Centre
Position Classification	Band 3
Effective Date	July 2022

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence,** to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 To work consistently to our vision of developing the Premier regional Sports & Events Precinct in Victoria.

1.2 Continually provide a safe, fun, structured and inclusive environment within classes to ensure strong educational outcomes for students

1.3 To ensure strong communication of progress, outcomes and learning pathways for Students

1.4 To conduct programs as per requirements, which includes but is not restricted to Life Saving Victoria's Swim and Survive Program, School Swim Lessons and the Victorian Water Safety Certificate Program.

1.5 To respond to any emergency as per established polices & procedures

2. Working Relationships

Reports to	Learn to Swim Team Leader
Supervises	N/A

3. Key Responsibilities

3.1 Ensure the safe delivery of learn to swim programming in accordance with the Rural City of Wangaratta and LSV's Swim and Survive policy and procedure.

3.2 Maintain accurate and relevant attendance, teaching and competency records via digital portal.

3.3 Participate in regular assessment of students and ensure appropriate recording of competencies.

3.4 Communicate effectively to ensure that program information is available to those who require it.

3.5 Attend relevant workshops, staff meetings and evacuation training sessions as scheduled.

3.6 Follow all policies and procedures relating to the prompt resolution or reporting of any incidents, accidents, or perceived hazards to support the effective operation of the centre.

3.7 Maintain a safe and pleasant environment for members and guests and other staff.

4. Core Physical Requirements

4.1 Ability to maintain alertness and focus across the shift period.

4.2 Ability to routinely utilise appropriate manual handling techniques and demonstrate awareness of lifting limitations.

4.3 Capacity to lift items unspecified in weight within individual limits.

4.4 Capacity to undertake Aquatic Education Instructor duties, being in water for periods of between 3-5 hours with frequent movement.

4.5 Capacity to walk up and down stairs frequently.

4.6 Capacity to meet the physical requirements of the GSPO fitness test for Aquatic Education Instructors.

5. Accountability and Extent of Authority

5.1 The Aquatic Education Instructor reports to and is accountable to the Learn to Swim Team Leader, and Communication officer & Duty Manager when on shift.

5.2 Undertake designated activities to ensure that the program operates within Swim & Survive Licensing agreement.

5.3 Work is performed within specific guidelines and under general supervision.

5.4 The Aquatic Education Instructor has the authority to enforce WSAC conditions of use regarding the safety and orderly behaviour of patrons.

5.5 Maintain relevant records of tasks, activities and issues that have arisen during the shift.

6. Judgement and Decision Making

6.1 The incumbent is responsible for making decisions relating to the day-to-day duties of the Aquatic Education Instructor at the site where work is being performed.

6.2 The objectives of the role are clearly defined with procedures clearly documented.

6.3 Guidance and advice will always be available, however in the event of a safety crisis the incumbent must have the ability to initiate the appropriate response, depending on the situation.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Conduct duties in a professional manner in line with policies and procedures and the LSV Swim & Survive framework.

7.1.2 Skills in class management, behaviour guidance and managing groups of children and adults of various ages and swimming abilities.

7.1.3 Ability to assess and determine competency of swimmers and record details.

7.1.4 Strong communication skills and focus on guardian/parent communication of student progress.

7.1.5 Solve minor problems and handle complaints in a fair and equitable manner.

7.2 Management Skills

7.2.1 Ability to use educational techniques to manage and ensure safety of participants in classes.

7.2.2 Ability to handle challenging situations, including emergencies calmly and decisively.

7.2.3 Ability to remain focused during every swim lesson offering service delivery the meets or exceeds customer expectations.

7.3 Interpersonal Skills

7.3.1 Ability to follow instructions and guidelines.

7.3.2 Confidence to speak to, and deliver information & feedback to diverse stakeholders

7.3.3 Approachable, positive attitude and the ability to relate to the patrons in a friendly, helpful manner.

7.3.4 Strong people skills, including the ability to engage children and guardians through effective program delivery.

7.3.5 Good written communication skills for the purpose of completing routine work forms

7.3.6 Well-developed teamwork skills.

7.3.7 Display confidence and flexibility in service delivery and the execution of tasks.

8 Qualifications and Experience

8.1 Experience in working in an Aquatic Education program of a similar size and scope.

8.2 Experience in managing stakeholder expectations, resolving conflict and supporting courage and growth in students of all ages and abilities.

8.3 A strong understanding of education methodology and delivery of water safety programs and swimming strokes.

8.4 A strong understanding of Watch around Water and Swim Safe programs.

Minimum Qualifications

- Current **AUSTSWIM** Teacher of Swimming and Water Safety license (or equivalent)
- **HLTAID001** Provide cardiopulmonary resuscitation
- Working with Children Check
- Must maintain a satisfactory Police Check

Desirable Qualifications

- Autism Swim Certification
- Austswim Teacher of Infants and Pre-schoolers
- Austswim Teacher of Access and Inclusion
- Austswim Teacher of Adults
- HLTAID003 Provide first aid

9 Key Selection Criteria

9.1 Sound knowledge of the delivery of swim lesson programming in an aquatic facility

9.2 The ability to work in a team environment and to contribute to the work environment positively.

9.3 Ability to handle challenging situations, including emergencies calmly and decisively.

9.4 Approachable, positive attitude with the ability to role model organisational values.

Authorised by: Director – Corporate & Leisure

Date:

Employee's Signature:

Date:
