

POSITION DESCRIPTION		
	Position Title:	Learn to Swim Instructor
	Position Number:	
	Directorate & Branch:	C&CS
	Service:	A&LC
	Location:	Leisure Centres
	Date Created/Updated	26/04/2021
	Position Classification:	Band 2

POSITION PURPOSE/OBJECTIVE

- To deliver swimming lessons that are effective, safe and fun.

RELATIONSHIPS

Reports to: Position Title	Centre Team Leader
Reports to: Position Number	
Staff Responsibility:	Nil
Key Internal Relationships:	Learn to Swim instructors, Aquatic Supervisor
Key External Relationships:	Swim School Customers

KEY RESPONSIBILITIES

- To safely and enthusiastically deliver the specified Learn to swim program to customers as listed on the instructor class role.
 - To assess each individual's progress and award competency based certificates.
 - To advise parents of class re-booking, upcoming events and provide feedback on the child's progress
 - To promote children to higher levels when they have completed all required competencies for the level.
 - To set up equipment in a safe manner and pack away equipment maintaining excellent housekeeping practices.
 - Contribute to help Council deliver its sustainability goals.
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Guiding Principles

- We act as one organisation responding to the changing needs of our community while protecting and enhancing our World Heritage environment
- We are strategy led, driven by our Community Strategic Plan with clear priorities and focus
- We are service focused we continuously improve service provision and provide excellent customer service
- We collaborate and work together to achieve our outcomes
- We ensure safety and well-being is at the centre of our organisation, operations and culture for our employees, our community and our environment
- We are a socially, environmentally and financially sustainable organisation, living within our means, ensuring best value resource allocation

These Guidelines complement the Council's adopted Values of: Work Together; Work Safe Home safe; Service Excellence; Value for Money; Trust and Respect; and, Supporting Community

Workplace Health & Safety

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition you are required at all times to comply with Councils Asbestos Management Plan and Policy.

COMMUNICATION

You will communicate with all patrons of the leisure centres and your classes, children and adults.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

REQUIRED QUALIFICATIONS:

- Austswim certification and Royal Lifesaving Swim and survive examiners award
- Resuscitation award
- Working with Children Check
- Previous experience in the effective delivery of learn to swim classes

DESIRABLE

- Willingness to undertake training and multi skill and assist in other areas if required.

- Willingness to deliver birthday parties.

BEHAVIOURAL COMPETENCIES

- To display the Values of the Council

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

*NOTE: to be completed with the Recruitment Requisition form by the requesting Manager/ Supervisor.
Please contact the WH&S Officer if assistance is required in completing this form.*

Position:	Learn to Swim Instructor		
Responsible Manager/ Supervisor:	Centre Team Leader		
Signature:		Date:	

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:	Exposure Level	Rating
	No Exposure	0
	Low Exposure (0 – 2hrs daily)	1
	Medium Exposure (2 – 4hrs daily)	2
	High Exposure (4 – 8hrs daily)	3

PHYSICAL REQUIREMENTS							
Heavy Manual Tasks		Pushing loads > 5kgs	1	Frequent bending/ stooping	1	Sitting for extended periods	
Light Manual Tasks	1	Pulling loads >5kgs	1	Repetitive Lifting	1	Standing for extended periods	
Trunk Twisting		Extend arms for reaching	1	Elevating arms above shoulder height	1	Kneeling for extended periods	
Climbing to access/ exit excavations		Throwing		Walking on uneven ground		Walking for extended periods	
Balancing		Crawling		Hearing above background noise		Depth Perception	1
Colour Vision		Fine Manipulation	1	Shoveling/Digging			
WORKING CONDITIONS							
PHYSICAL							
Inside Work	1	Outside Work	1	High Temperatures > 38deg	1	Low Temperatures < 3 deg	
Operating Machinery		Working Near Machinery		Working at Heights		Noisy Work Areas	
Vibration		Confined Spaces		Prolonged Driving (periods > 2hours)		Working Alone	
Overhead Work		Use of computer for screen-based activities.		Prolonged Sitting (periods > 1hour)		Prolonged Standing (periods > 1 hour)	
CHEMICALS				BIOLOGICAL			
Dusts		Liquids	1	Pesticide Spraying		Herbicide Spraying	
Working with Solvents		Mists / Fumes		Possible exposure to Hepatitis A, B, C		Possible exposure to Tetanus	
Gases/ Vapours		Odours	1	BIOMECHANICAL			
				Repetitiveness		Fatigue	
ASBESTOS							
Asbestos Awareness	√	None of the below					
Class B Asbestos Removal		Asbestos Removal and Supervision		Asbestos Assessor			
USE OF PERSONAL PROTECTIVE EQUIPMENT							
Safety Boots/ Shoes		Dust Mask/ Respirator		Protective Eyewear		Ear plugs/Muffs	Hard Hat
Provide a brief description of the job requirements:							
To deliver swimming lessons that are effective, safe and fun.							