

POSITION DESCRIPTION

SWIM INSTRUCTOR

Position Summary

The Swim Instructor (Infant and Preschool) will deliver Royal Lifesaving Society's Swim and Survive Program as part of the 'Warra Waders' Swim School at Kerang Exercise Pool.

Position Details

Title	Swim Instructor (Infant and Preschool)
Classification	Band 3 or 4 dependant on qualifications and experience
Category and status	Casual – School terms only
Reports to	Aquatics Officer
Supervises	NIL
External relationships	NIL
Date PD approved	March 2022

Position Key Responsibilities

Swim Instruction	<ul style="list-style-type: none"> Conduct swim classes in line with accepted practice Work as part of a team to develop ideas for swim programs that meet the needs of the community Create an inclusive and welcoming environment for program participants
Administration	<ul style="list-style-type: none"> Maintaining attendance lists and lesson plans for program participants Maintaining accurate booking records and contacts for swim classes as required
Safety	<ul style="list-style-type: none"> Monitor, investigate and report on pool visitor safety Check and monitor pool water tests, chemical levels and filtration systems if required Conduct daily risk assessments to ensure the pool and surrounds are hazard free.
Facility maintenance	<ul style="list-style-type: none"> Ensure the pool facility is maintained and left in a clean, safe manner during and after swim classes Conduct opening and closing tasks ensuring pool facility security Report and monitor maintenance requests as required

Position Organisational Responsibilities

Leadership	Not applicable.
Strategy and policy	Not applicable.
Budget	Position may be required to input into budget processes to improve swim programs (e.g. new equipment, extended times, music, signage etc)
Internal meetings	Position will be required to participate in regular team meetings.
External collaboration	Position may, on occasion, be required to represent Council in forums such as industry networks, government/agency workshops etc.

Risk management	Position is responsible for identifying and minimising risk to Council and for ensuring that all OHS obligations are met.
Corporate records	Position is responsible for the accurate and timely storage of Council records, relevant to the position, in Council's record management system.
Legislative framework	Public Health and Wellbeing Regulations 2019, Part 6 Aquatic Facilities.
Customer Service	Position is accountable for adherence to, and promotion of, the Customer Service Charter.
Council values	Position will demonstrate and encourage behaviour in line with Council values.
Behaviour	Position will demonstrate behaviour of the highest of integrity; behaviour that is free from bullying, harassment and discrimination and that abides by the Code of Conduct.
Emergency management	Position may be required to take a role in municipal emergencies as detailed in Council's Municipal Emergency Management Plan.

Position accountability, judgement, skills and qualifications

Accountability and extent of authority	The position is responsible for the safe and effective conduct of swim classes that are in line with accepted practices.
Judgement and decision making	The objectives of the work are well defined however sound judgment will be required in the resolution of customer enquiries and pool maintenance issues. Guidance and advice will always be available.
Specialist skills/knowledge	Position requires proficiency with the range of Microsoft Office applications, particularly Outlook, Word and Excel. Good organisational and time management skills are essential.
Management skills	Position must be able to manage time, prioritise, organise and plan own work.
Interpersonal skills	Must have good verbal communication skills and the ability to gain co-operation and assistance from customers, members of the public and other employees.
Qualifications/experience	Approved Teacher of Swimming Water Safety, with Infant and Preschool Aquatics preferred. CPR and First Aid qualifications are mandatory. Working With Children Check is mandatory. Pool Lifeguard qualification preferred..

Selection Criteria

Qualifications/experience	Approved Teacher of Swimming Water Safety, with Infant and Preschool Aquatics preferred. Lifeguard and First Aid qualifications with current CPR updates are mandatory. Working with Children Check and full COVID-19 vaccination mandatory.
Pool maintenance	Must be physically able to conduct cleaning of pool and pool amenities as required.
Knowledge	Good knowledge and application of the learn to swim programs
Communication	Well-developed written and oral communication skills with the ability to achieve successful outcomes for customers.
Organisational skills	Demonstrable ability to manage time and prioritise workloads.
Confidentiality	Ability to preserve and understand the importance of confidential information.