

# Position Description

POSITION TITLE		Swim Instructor			
REFERENCE/POSITION NUMBER		1326			
DEPARTMENT		Planning, Environment and Communities			
ACCOUNTABLE TO		Administration Team Leader			
SUPERVISOR		Swim School Supervisor			
DIRECTLY SUPERVISES		None			
INDIRECTLY SUPERVISES		None			
VOLUNTEERS SUPERVISED		None			
GRADE	4014	STATUS	Casual	TYPE	Casual
HOURS			LOCATION	Leisure Centre	
MOBILE PHONE	No		VEHICLE	No vehicle	
APPLICABLE ALLOWANCES					
LAST UPDATED		4/07/2023			

## OBJECTIVES

- To plan, teach and promote swimming lessons at the Kiama Leisure Centre.

## SELECTION CRITERIA

### ESSENTIAL

- A current AUSTSWIM certificate with a valid CPR qualification.
- Completed or be willing and able to complete the Teacher of Infant and Preschool Aquatics (INF) within 3 months of commencement
- Minimum 20 hours experience as a Swimming Instructor working with children of various age groups, effectively teaching a variety of swimming strokes
- Understanding of the principles of child learning.
- Strong communication skills with the ability to communicate positively with children, parents, and Centre staff.
- Ability to instruct water survival techniques.
- Ability to work effectively as part of a team

### DESIRABLE

- Completed other AUSTSWIM accredited courses
- Ability and willingness to adapt to program changes including class times, type, and group size
- Teacher of Aquatics – Access and Inclusion (TAI)

## ACCOUNTABILITIES

- To teach swim classes targeting ability, levels and ages.
- To follow current accepted programs as set down by the Kiama Leisure Centre
- Communicate with Centre staff regarding lesson times, variations and changes.
- Be responsible for equipment while in use and when being stored.
- Be responsible for setting up and packing away equipment for lessons
- Report and record achievements of students with certificates
- Keep all Qualifications current
- Be available for staff meetings or specified in-service training.
- Notice to be given of sickness or the inability to attend, and where possible find a replacement
- Maintain good public relations in a positive manner

## CORPORATE RESPONSIBILITIES

All employees are required to adhere to and display council's corporate values:

- **RESPECT AND DIGNITY**
- **INTEGRITY**
- **INNOVATION**
- **TEAMWORK**
- **EXCELLENCE**

## WORK, HEALTH, AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, and procedures.

- **Work Health and Safety (WHS)**
- **Certificates of Competency / Licences**
- **Injury Management**
- **Risk Management**
- **Equal Employment Opportunity (EEO)**

## DELEGATIONS

<b>FINANCIAL DELEGATION:</b>	Nil
<b>RESPONSIBILITY DELEGATION:</b>	Act in accordance with Instrument of Delegation
<b>NO OF CONTRACTS MANAGED:</b>	None
<b>ANNUAL VALUE OF CONTRACTS MANAGED:</b>	None
<b>CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:</b>	No responsibility
<b>BUDGET DEVELOPMENT:</b>	None

## CONDITIONS OF EMPLOYMENT

<b>AWARD/AGREEMENT</b>	Local Government (State) Award	
<b>POLICIES:</b>	Employees are to comply with Council's Code of Conduct and Council policies at all times.	
<b>PRE-EMPLOYMENT REQUIREMENTS:</b>	• Physical and mental capability to perform the inherent requirements of the position	
	• Proof of ability to legally work in Australia	
	• Pre-employment screening to Australian Standards in Employment Screening.	
	• Criminal record check	Yes
	• Pre-employment medical	Yes
	• Working with children check	Yes

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

**Employee Signature:**

**Date:**