

# POSITION DESCRIPTION



<b>Position Title:</b>	Learn to Swim Instructor - Casual		
<b>Position Code:</b>	C166	<b>Evaluated:</b>	01/06/2018
<b>Award Classification:</b>	<b>Band:</b>	1	<b>Level:</b> 3
<b>Salary System Grade:</b>	<b>Grade:</b>	2	<b>Minimum Level:</b> Entry
<b>Approved:</b>	Fiona Plesman		<b>Date:</b> 08/12/2021

## Primary Purpose of the Position

The role has the responsibility of maintaining order at the Aquatic Centre by preventing accidents through the application of policies, rules, regulations, and ordinances governing the conduct of Aquatic Centre patrons. The role is also responsible for monitoring the pool facilities for potential hazards or unsafe conditions, providing first aid to patrons, custodial duties in maintaining the pool facilities, public relations, provision of Aquatic or Fitness Programs such as Learn-to-Swim Instruction, Spin Classes, Group Fitness Classes and all other duties as necessary or required. This position requires weekend and holiday work and could occur at our Muswellbrook and or Denman facilities.

## Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:




1. Ensure that the facility and equipment are kept to agreed standards of cleanliness and safety.
2. Observe patrons to anticipate and respond to situations;
3. Enforce rules and take appropriate action where there are breaches of policy & procedures.
4. Deliver instruction in water and gym related, fitness and exercise activities at the Muswellbrook Shire Council Public Pools and gym as directed;
5. Undertake accurate cash receipting for pool entry fees and administration data entry and record keeping.
6. Identify and respond to emergencies providing first aid as required and complete necessary reports;
7. Assist in the setup of pools for Swim School(s), Aqua Fitness classes and other events;
8. Ensure lane spaces are allocated timely and accurately as per bookings;
9. Conduct rostered pool water tests and pool maintenance;
10. Deliver effective customer service to all patrons and assist in the coordination of Aquatic Centre(s) functions;
11. Any other such duties that are commensurate with the employee's skill level, competency and training.

## Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework		
Group and Capability	Capability & Behaviour Descriptors	
	<b>Accountability</b> - Be responsible for own actions, act within levels of authority, and understand and apply legislation, frameworks and policies	<ul style="list-style-type: none"> <li>Be responsible for your own actions</li> <li>Understand and follow policies and procedures</li> <li>Comply with safe work practices to ensure the safety of self and others</li> </ul>
	<b>Collaboration</b> - Work within a team environment, cooperate with others and consider the needs of others to achieve shared goals	<ul style="list-style-type: none"> <li>Participate as a supportive team member and work with other team members to achieve goals</li> <li>Help other team members to share the load in peak work periods</li> <li>Work together in challenging situations</li> </ul>
	<b>Effective Communication</b> - Listen, interpret and convey information in a clear and respectful manner	<ul style="list-style-type: none"> <li>Explain things clearly and respectfully</li> <li>Allow others time to speak, and actively listen to others</li> <li>Approach conflict objectively, and refer to a supervisor where appropriate</li> </ul>

## Key Tickets, Qualifications and Other Skills

1. Current Working with Children Check.
2. Current CPR and/or First Aid Certificate.
3. Program Certification such as:
  - Current AUSTSWIM Teacher of Swimming and/ or
  - Fitness Instructor Cert III or Higher (desirable).
4. Current Lifeguard Certificate (desirable)
5. Statement of Attainment in Aquatic Technical Operator (desirable)
6. Demonstrated ability to deliver high quality customer service.
7. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
8. Demonstrated Fundamental key capabilities as defined in the Key Capabilities Table (above).