

POSITION DESCRIPTION

LEARN TO SWIM INSTRUCTOR

Position Description

Directorate:	Infrastructure Delivery
Reports to:	Narrabri Aquatic Centre/Boggabri Pool/Wee Waa Pool Team Leader
Position Number:	AC7
Classification:	Grade 2 in Council's salary system
Location:	Narrabri Shire
Award:	Local Government (State) Award

This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

Position Objective

To provide appropriate, safe, enjoyable and educational swimming lessons in accordance with industry standards at Boggabri, Narrabri and Wee Waa Swimming Pools.

Key Responsibilities

Operational

- Provide safe, effective and professional swimming lessons.
- Deliver a high level of service to all Learn to Swim participants and their families ensuring compliance with relevant legislation, Codes of Practice, Council Policies and Procedures, SWMS and regulations under the WHS Act 2011.
- Liaise and communicate in a positive manner with participants whilst contributing to a fun and enjoyable learning experience.
- Maintain alertness and awareness within the aquatic environment ensuring the safe supervision of all participants and maintain a high standard of safety.
- Provide a high level of customer service to internal and external customers in accordance with Council's Customer Service Standards.
- Compliance with Council's policies and procedures, as amended from time to time, as they relate to your employment. This includes but is not limited to, record keeping and Workplace Health and Safety (WHS) policies and guidelines.

General

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

Reporting Relationships

Direct Reports	Nil
Indirect Reports	Nil

Compliance Training and Licence Requirements

This position needs to be able to attain and uphold the following licences/accreditations:

- Current NSW Working With Children Check.
- AUSTSWIM Teacher of Swimming and Water Safety (TSW).

The below course is required if the Instructor is to deliver programs for children between the age of six months to four years of age.

- AUSTSWIM Teacher of Infant and Preschool Aquatics (INF).

Authority and Delegations

Authority and delegations applicable to this position are laid out in Council Policies and Delegations Register, which are updated from time to time. Refer to these controlled documents for accurate and specific information.

Selection Criteria

Essential

- Maintaining a comprehensive knowledge of teaching swimming and water safety.
- Maintain workloads based on fluctuating attendance numbers.
- Dealing with challenging situations within the lessons.
- Work under minimal supervision and as part of a team.
- Demonstrated computer skills.

- Strong communication skills, including effective interpersonal and conflict resolution skills.

Desirable

- Demonstrated experience working in a Learn to swim environments.
- Demonstrated experience in preparing lesson plans and delivering.
- Relevant current qualifications and experience in the development and delivery of aquatic programs and activities.
- AUSTSWIM Extension Courses:
 - AUSTSWIM Teacher of Infant and Preschool Aquatics (INF)
 - AUSTSWIM Teacher of Aquatics Access and Inclusion (A&I)
 - AUSTSWIM Teacher of Towards Competitive Strokes (TCS)
 - AUSTSWIM Teacher of Adults (AD)

Document Review Date

October 2019

I hereby agree that this role statement accurately reflects work requirements.

Authorisation

EMHR:

Director:

General Manager:

Employee:

Name

Signature

Date (dd/mm/yyyy)