

**POSITION DESCRIPTION**

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| **Position Title:** | Learn to Swim Instructor |
| **Position Number:** | 5116, 5150 |
| **Division:** | Technical Services |
| **Section:** | Commercial and Emergency Services |
| **Grade:** | 3 |
| **Delegations:** | As allocated in the Delegations Register |

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| **Primary Purpose of Position** |
| * To professionally plan and deliver high quality swimming lessons in a safe, fun and effective manner at the Orange Aquatic Centre
* To provide all patrons of the Orange Aquatic Centre with a high level of customer service
* To provide a safe, efficient and enjoyable learning environment for all lesson participants
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| **Sectional Structure** |
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| **Selection Criteria** |
| **Qualifications/****Licences** | * Current AUSTSWIM Teacher of Water Safety accreditation (including a registered AUSTSWIM Teacher Licence number)
* Current Provide CPR (HLTAID001) certificate
* Current NSW Working with Children Check
* Satisfactory Criminal Background Check

**The following are also highly regarded:*** Current Provide First Aid (HLTAID003) certificate
* Current AUSTSWIM Teacher of Infant and Preschool Aquatics accreditation
* Current AUSTSWIM Teacher of Adults accreditation
* Current AUSTSWIM Teacher of Aquatics Access and Inclusion accreditation
* Current Royal Life Saving Society Australia (RLSSA) Pool Lifeguard Certificate or RLSSA Pool Lifeguard Licence
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| **Skills and Experience** | * Experience in the planning and delivery of a range of learn to swim programs
* Knowledge of sequences of teaching and expectations of child development
* Relevant experience in delivering information in an educational setting
* Excellent communication skills (both verbal and written) including the ability to interact with the general public and communicate effectively with children
* Demonstrated strong customer service skills
* Demonstrated commitment to safe pool practices
* Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities
* Demonstrated ability to work and contribute as part of a team
* Proven ability to work unsupervised
* Ability to work independently with small groups of children
* Ability to be flexible and work a rotating roster which may include weekends
* Demonstrated ability to model Council’s key values and desired behaviours
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| **Key Accountabilities/Duties** |
| * Ensure that all relevant qualifications are maintained and up to date at all times
* Undertake accurate assessment of participants in order to determine swimming level of skill
* Plan appropriate learn to swim lessons which work within the structure of the program timetable and can be delivered according to established lessons plans
* Organise, set-up and pack up equipment needed for lessons, ensuring it is used appropriately and advise Swim School Co-ordinator or Aquatic Centre Manager of any faulty equipment
* Check that area used for learn to swim is set up safely and in accordance with lesson plans.
* Conduct learn to swim lessons and programs which follow Aquatic Centre and Council Work Health and Safety policy and procedures and meet the individual needs of participants
* Control the behaviour of learn to swim students, ensuring the safety and enjoyment of participants in classes at all times
* Maintain a bright, cheerful and encouraging attitude when instructing and dealing with class participants
* Take appropriate action in the event of an emergency or incident that could endanger the well-being of any person at the Centre, including the safe evacuation of all class participants if required
* Communicate professionally and effectively with other Aquatic Centre staff, management and Centre patrons
* Develop good relationships with students, parents and carers
* Provide verbal and written feedback to parents, carers and students on a regular basis
* Maintain up to date records related to learn to swim classes including attendance and student progression
* Attend staff meetings, ongoing professional development and training programmes after hours and as required
* Inform the Swim School Program Co-ordinator and Aquatic Centre Manager of any issues related to the Swim School Program
* Work closely with the Swim School Program Co-ordinator, Aquatic Centre Manager and other instructors to continually look at ways to improve service delivery
* Assist the Swim School Program Co-ordinator and Aquatic Centre Manager in ensuring patron awareness of all programs provided and to promote them in a positive manner.
* Work according to a rotating roster which may include weekends
* Maintain the currency of qualifications and update and renew qualifications at appropriate times.
* Comply with Council’s Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time
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| **Corporate Values** |
| As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council’s corporate values are listed below:* **Respect** – is honest and respectful towards others and works as part of a team
* **Ownership** - takes responsibility for actions
* **High Performance** -  pursues performance excellence and continually looks for improvement
* **Customer Focus** -  demonstrates a customer focused approach towards internal and external customers
* **Safety** -  works safely, in accordance with Council’s Work Health and Safety policy and procedures
* **Equal Employment Opportunity (EEO**) – complies with EEO principles and respects diversity
* **Leadership** –Council encouragesall its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively
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| **Work Health and Safety Responsibilities** |
| All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:* Complying with Council’s WHS policies and procedures
* Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
* Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
* Participating in any applicable WHS consultation arrangements
* Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
* Correctly using all personal protective equipment
* Complying with emergency and evacuation procedures and site rules if applicable
* For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)
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| **General** |
| * The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
* Local Government (State) Award conditions apply to all entitlements.
* The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees’ key performance indicators (KPIs) as part of their annual performance review.
* Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.
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*I acknowledge that I have read and understood the duties and responsibilities of the position as outlined in the above Position Description*

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| **Name of Employee** |  |
| **Signature of Employee** |  |
| **Date** |  |

*Human Resources Only: This position’s ordinary hours of work shall be based on a 38 hour week to determine the hourly rate of pay*