

## POSITION DESCRIPTION

<b>Position Title</b>	Swim Coach – Adults / (Adult Squad Coach)	
<b>Division</b>	Community and Engagement	
<b>Group</b>	Recreation and Aquatics	
<b>Responsible to</b>	Aquatic Programs Coordinator	
<b>Position Supervises</b>	<b>Direct:</b> Nil <b>Indirect:</b> Nil	
<b>Position No.</b>	IW7094	
<b>Status</b>	Casual	
<b>Hours</b>	<p>This position may also be required to work at other IWC Aquatics Facilities either on an ad hoc basis, rotational basis, or as part of a deployment to another facility.</p> <p>The Inner West Council Aquatics Facilities operate for 7 days per week from early morning to late evenings. The role will be required to work a range of shifts in accordance with the roster.</p>	
<b>Salary Point</b>	F450 (former Leichhardt)	
<b>Salary</b>	\$40.00 per hour (includes 25% casual loading)	<b>Band/Level: 2/2</b>
<b>Allowances</b>	As applicable to the position	
<b>Pre-employment checks</b>  <b>Legislative requirements</b>	<input type="checkbox"/> Working with Children Check <input type="checkbox"/> Police Check	
<b>Date reviewed:</b> October 2017		<b>Reviewed by:</b> Aquatic Programs Coordinator

*The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km<sup>2</sup>.*

*The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.*

## **POSITION PURPOSE**

To provide quality Coaching instruction for Adults at all ages and abilities.

## **SELECTION CRITERIA**

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

### **Essential Criteria**

1. Junior Squad & Assistant Coach Licence (Green Licence)
2. Membership with ASCTA
3. Current Resuscitation certificate.
4. Squad Coaching Adult & Junior experience
5. Ability to meet child protection act requirements
6. Excellent communication, negotiation and problem solving skills.
7. Ability to work co-operatively as a team member.
8. Reliable, trustworthy, punctual a commitment to coming to work everyday

### **Desirable Criteria**

1. Competitive swimming experience.
2. Bronze Licence
3. Bronze Medallion.
4. Familiarity with Total Immersion coaching principals.
5. Swim School Supervisory experience elsewhere.

## **KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:**

- Teach children, adults to swim and partake in aquatic activities.
- Conduct classes following the LPAC squad lesson plans in an efficient and timely manner.
- Ensure all lessons start and finish exactly on time.
- Assist with set up prior to session start.
- Keep the poolside tidy of unnecessary equipment. Return equipment to the appropriate areas.
- Ensure you are in correct uniform and are at poolside 5 minutes prior to the commencement of lessons.
- Direct all parent inquiries to the Head Coach or Coordinator to give your full attention to the students you are teaching.
- Conduct your lessons independently of other instructors and lessons.
- Identify children who may need to be in another level, either above or below to the Head Coach.
- Conduct sessions so they meet the individual swimming needs of each student.
- Provide fun, creative and educational lessons.

- Communicate with parents and children regularly.
- Your class is your responsibility; therefore, they must be your focus.
- Report any mishaps or accidents to the Head Coach or LTS Coordinator as soon as possible.
- Notify the Head Coach /Pool Superintendent of any dangers or risks immediately. Do not fix them yourself.
- Familiarise yourself with, and comply by the LPAC emergency and safety procedures.
- Attend staff meetings and training session as required.

**KEY RELATIONSHIPS:**

**Internal:** Aquatics Program Coordinator, Head Coach, Centre Staff

**External:** General Public, Pool users, Squad members

# WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT

## EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

### LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> <li>Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation</li> </ul>	<ul style="list-style-type: none"> <li>Conformance to WH&amp;S policy and procedures</li> <li>Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Taking reasonable care for their own Health and Safety as well as that of others</li> </ul>	<ul style="list-style-type: none"> <li>Use of SWMS and Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Having an understanding of the Health and Safety requirements associated with their employment</li> </ul>	<ul style="list-style-type: none"> <li>Training records</li> </ul>
<ul style="list-style-type: none"> <li>Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor</li> <li>Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible;</li> </ul>	<ul style="list-style-type: none"> <li>Hazard identification reports</li> <li>Workplace inspection reports</li> </ul>
<ul style="list-style-type: none"> <li>Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.</li> </ul>	<ul style="list-style-type: none"> <li>PPE maintenance records</li> <li>Knowledge and use of Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Working in accordance with relevant competency standards</li> </ul>	<ul style="list-style-type: none"> <li>Training records.</li> <li>Supervisor site inspection records</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge of WH&amp;S and related legislation within scope of job description</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at training sessions</li> </ul>

#### **Applicant Declaration**

I, ..... have read and understood the position description for the **Adults Squad Coach** as detailed in this document.

Signature: .....

Date:        /        /