

POSITION DESCRIPTION	
<b>Title:</b>	<b>Learn to Swim Instructor</b>
<b>Group:</b>	<b>Services</b>
<b>Reports to:</b>	<b>Learn to Swim Coordinator</b>
<b>Grade:</b>	<b>10</b>
<b>Hours:</b>	<b>Casual – as required</b>
<b>Vehicle:</b>	<b>No</b>
<b>Position Code:</b>	
<b>Pre-placement Medical:</b>	<b>High Risk – required</b>
<b>National Criminal Check:</b>	<b>Not Required</b>
<b>WCCC Check:</b>	<b>Required</b>
<b>Date Developed:</b>	<b>14/11/2017</b>
Position Purpose	
To coordinate delivery of professional learn to swim programs as required	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>ESSENTIAL CRITERIA:</u></b></p> <ul style="list-style-type: none"> <li>• Current AUSTSWIM Teacher of Swimming and Water Safety Certificate</li> <li>• Current Provide First Aid – HLTAID003 Certificate</li> <li>• Maintain annual competency in CPR – HLTAID001</li> <li>• Ability to communicate effectively with the public and excellent interpersonal skills</li> <li>• Work Health and Safety Awareness</li> <li>• Ability to work as part of a team and the ability to work unsupervised</li> <li>• Demonstrated experience and skills in delivering Learn to Swim lessons</li> <li>• Experience in making suggestions for improvements to a quality management system or suggestions for other business improvements</li> <li>• Possess a “Working with Children Check” Clearance in accordance with the ‘Child Protection (WWC) Act 2012’</li> </ul>	

**DESIRABLE CRITERIA:**

- Pool Lifeguards Licence
- Certificate III in Fitness
- WETS Aqua Instructor Certificate

**Main Activities/Tasks**

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

- Conducting Learn to Swim classes
- Promotion of Shellharbour City Council Learn to Swim programs
- To be fully aware of and follow strictly, all approved cash handling procedures for the pools (where appropriate) and reception duties
- Undertake other duties within skill and experience level as directed by management, including Lifeguard duties

**Support and promote the integrity and reputation of Council**

- Apply and demonstrate the values of Council across all aspects of work
- Be a role model for quality customer service
- Ensure compliance with all Council policies and procedures and relevant legislation

**Work Health & Safety**

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

**Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- To conduct yourself at all times in accordance with Council's Core Organisation Values when dealing with Council, Community, Customers and Councillors (4C's).

**Organisational Values**

- Apply and demonstrate Council's Core Organisation Values - Collaboration, Accountability, Integrity, Respect, Sustainability