

POSITION DESCRIPTION	
Title:	Learn to Swim Instructor
Group:	Services
Reports to:	Learn to Swim Coordinator
Grade:	10
Hours:	Casual – as required
Vehicle:	No
Position Code:	
Pre-placement Medical:	High Risk – required
National Criminal Check:	Not Required
WCCC Check:	Required
Date Developed:	14/11/2017
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>	
<u>ESSENTIAL CRITERIA:</u> • Current AUSTSWIM Teacher of Swimming and Water Safety Certificate • Current Provide First Aid – HLTAID003 Certificate • Maintain annual competency in CPR – HLTAID001 • Ability to communicate effectively with the public and excellent interpersonal skills • Work Health and Safety Awareness • Ability to work as part of a team and the ability to work unsupervised • Demonstrated experience and skills in delivering Learn to Swim lessons • Experience in making suggestions for improvements to a quality management system or suggestions for other business improvements • Possess a “Working with Children Check” Clearance in accordance with the ‘Child Protection (WWC) Act 2012’	

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