Learn to Swim Instructor

POSITION PROFILE

Division	Shire Services	**Status**	Permanent/Part
Unit	Sutherland Leisure Centres	**Salary Grade**	Grade 2
Reports to	Programs Supervisor's, Team Leader Operations	**Reviewed**	May 2022

STRATEGIC INTENT

To teach Learn to Swim instruction within the Sutherland Leisure Centres Business Unit.

POSITION PURPOSE

Teach all levels of Learn to Swim

POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Swim Instruction standards are maintained in compliance with Sutherland Leisure Centres procedures and Austswim/Swim Australia/Royal Life standards.	▪ Follow and comply with all Sutherland Leisure Centres procedures. ▪ Comply with Austswim/Swim Australia/ Royal Life. ▪ Maintain safety to the public and co-workers.
Customer service standards maintained.	▪ Follow and comply with Councils and Sutherland Leisure Centres customer service policies and procedures. ▪ Deliver excellent customer service.

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	▪ Working with Children Check ▪ Austswim Teacher of Swimming and Water Safety or Swim Australia Teacher or RLS Swim teacher Licence ▪ CPR Certificate
	Desirable	▪ Swim Australia/ RLS Teacher of Competitive Swimming or Austswim Teacher towards Competitive Strokes ▪ Austswim Access and Inclusion ▪ Austswim Teacher of Infant and Toddlers Certificate or Swim Australia Teacher of Infants and Toddlers
Experience or skills	Essential	▪ Ability to communicate effectively and liaise with children ▪ Effective oral and written communication skills
	Desirable	▪ Prior experience working with children ▪ Customer service skills

CORE CAPABILITIES

Attributes	▪ **Communication skills**: Effective communication and liaison between children and parents. ▪ **People skills**: Have a positive attitude at all times, support and foster good public relations. ▪ **Team focussed**: Are able to work as a team member and liaise effectively with staff at all levels within a work environment. ▪ **Personal attributes**: Trustworthy, positive, reliable and organised. Well presented

OUR VALUES

Behaviours	▪ **CollaboratE** - be open and welcoming, genuinely connect to others, include others, work together as one ▪ **AcHIEVE** - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day ▪ **Respect** – be honest and trustworthy, do what you say you will put yourself in the other person's shoes, listen to what's important to others ▪ **Evolve** – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker

CORPORATE OBLIGATIONS

Employees	No direct reports. Unit structure attached.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.

Financial Management	No Financial responsibilities
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

SPECIFIC CONDITIONS OF EMPLOYMENT

- Maintain all essential qualifications.
- Attend relevant training sessions/workshops
- Attend staff meetings.
- Available to work a 7 day roster across the Business Unit including all centres (Sutherland, Caringbah).
- Work roster is in line with the program schedule of 44 weeks per year.
- Employee is required to use their leave during the time LTS is not offered and that if they have no leave that it would be LWOP.