



POSITION DESCRIPTION

Learn to Swim Teacher

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| Incumbent: | VACANT |
| Department: | Ararat Fitness Centre |
| Reports to: | Recreation Engagement Coordinator |
| Supervises/manages: | Nil |
| Employment Status: | Casual |
| Award Classification: | Band 2 |
| Prepared by: | Human Resources Business Partner |
| Approved by: | Chief Executive Officer |

Position Summary

This position is responsible for providing instruction to clients of varying abilities, increasing knowledge and improving safety in and around an aquatic environment while developing swimming techniques and skills in a motivating and fun manner.

Key Responsibilities

- Plan, prepare and safely conduct swimming lessons to Austswim standard.
- Ensure appropriate attendance and competency records are completed.
- Assess and report on participant readiness, progression and/or level attainment.
- Monitor, improve and refine participant performance by determining the instructional methods and styles appropriate to each participant group, reviewing, and adapting as necessary.
- Liaise with other instructors and participants to continually improve service delivery.
- Uphold legal and ethical standards pertaining to the security of clients, staff and equipment, reporting or referring issues as required.
- Supervise and assist in the development of Austswim training candidates or other probationary employees who may participate in classes.
- Undertake supervision of pool patrons and user groups to ensure water safety in accordance with centre policies and procedures, Royal Life Saving Society Australia (RLSSA) guidelines for safe pool operation and industry standards and practices.
- Ensure accurate recording and reporting of all accidents, incidents, and customer complaints.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- To comply with all other policies and procedures of Council.

Accountability & Extent of Authority

- Plan learn-to-swim classes prior to delivery.
- Work within the structure of the program timetable.
- Provide support and relevant information to clients.
- Meet agreed performance objectives, within specific guidelines and under general supervision.
- Ensuring safe working practices and procedures are adhered to.
- Ensure appropriate care and use of assets and equipment.

Judgement & Decision Making

- Work is clearly defined with clearly documented, established procedures.
- Use judgement to resolve minor problems and the ability to refer issues when required.
- Guidance and advice are always available within the organisation.



POSITION DESCRIPTION

Specialist Knowledge & Skills

- A knowledge of learn-to-swim class types and delivery of quality instruction to students.
- Ability to instruct a range of swim classes.
- Ability to provide information on current trends and developments in the aquatic industry.
- A General knowledge and appreciation of codes of practice, legislative requirements and health & and safety relating to the supervision of aquatic education and the operations of an aquatic facility.
- A commitment and ability to deliver quality customer service.

Management Skills

- Plan and organise appropriate learn-to-swim classes within the facility program timetable.
- Provide routine guidance, advice and training in learn to swim class instruction as required.
- An understanding of Occupational Health & Safety principles as they relate to the workplace.
- Ability to assist other staff, where necessary, to ensure the smooth operation of the centre.
- Effective time management skills.

Interpersonal Skills

- Good oral and written communication skills, with the ability to relate to patrons and staff in a professional manner.
- Excellent presentation skills.
- Possess integrity, act responsibly and demonstrate innovation and respect while working positively as part of a team.
- Possess a friendly and positive demeanour, particularly whilst instructing class participants.
- Ability to resolve minor problems with participants, carers, and other employees.
- Active listening skills and ability to demonstrate empathy.
- Appreciation of the different needs of individuals and the ability to convey tolerance and sensitivity to patron's values and beliefs.

Qualifications & Experience

- First Aid Level 2 and CPR.
- AUSTSWIM Teacher of Swimming and Water Safety.
- AUSTSWIM Teacher of Infant Aquatics and/or AUSTSWIM Teacher of Aquatics for People with Disabilities is highly desirable.
- Proficiency in the application of water treatment is desirable.
- Knowledge of the recreation industry and associated issues.
- Current National Police Check.
- Current Working with Children Check.

Special Characteristics

This position may involve weekend and evening work according to a roster under the provisions of the Ararat Rural City Council Enterprise Agreement clause 18.3.

Position Approval

| | Signed | Date |
|---|--------|------|
| Acknowledged by Employee | | |
| Approved by the HR Business Partner | | |
| Approved by the Chief Executive Officer | | |