



## Our Values

<b>Position Title:</b>	<b>Swim School Instructor</b>
<b>Directorate:</b>	Corporate and Community Services
<b>Reports to:</b>	Coordinator Recreation Services
<b>Date effective:</b>	January 2023
<b>Agreement Level:</b>	EA Level 3
<b>Position no:</b>	TBC

### **Respect Honesty Commitment Courage**

Values only become meaningful when they are translated into behaviours that people engage in and others can observe. They are the cornerstone of 'walking the talk'.

## Purpose

### 1.1 Primary functions

- To provide swimming lessons to groups, schools and individuals within the MRRC Swim School program.
- To plan and deliver quality swim lessons in a safe, fun and effective manner.
- To have a knowledge and understanding of all aspects of teaching swimming/ water safety and ensuring the safety and enjoyment of participants in classes at all times.

### 1.2 Community strategic goals



**Goal 1:  
Valuing the  
natural  
environment**

**Goal 2:  
Welcoming  
and inclusive  
communities**

**Goal 3:  
Managing  
growth  
sustainably**

**Goal 4:  
Vibrant and  
diverse  
economy**

**Goal 5:  
Effective  
leadership  
and  
governance**

### 1.3 Key functions and duties

Key functions	Specific duties	% Time
Service Delivery	<ul style="list-style-type: none"> <li>• Delivery swimming instruction as per the Swim School's Instructor guidelines.</li> <li>• Implement the MRRC and Royal lifesaving policies and procedures ensuring a safe and secure environment for all.</li> <li>• Supervise the students in your Swim School classes.</li> <li>• Complete required administration task specific to the Swim School program.</li> <li>• Undertake supervision, rescues and emergency interventions in accordance with Centre policies and procedures, and industry standards and practices.</li> <li>• Attend training as set out by the Centres' and Aquatic Team.</li> <li>• Set-up and pack-up all swim school equipment needed for lessons.</li> <li>• Conduct learn to swim lessons and programs which meet the individual needs of participants.</li> <li>• Liaise with other instructors and participants in order to continually improve service delivery.</li> <li>• Maintain records related to learn to swim classes.</li> <li>• Provide a high level of enthusiasm, commitment and professionalism in providing quality support and excellent customer service.</li> </ul>	<b>70</b>
Customer Service	<ul style="list-style-type: none"> <li>• Welcome and direct patrons and respond to customer queries.</li> <li>• Provide a high level of enthusiasm, commitment and professionalism in providing quality support and excellent customer service.</li> <li>• Ability to convey clear directions and recommendations to customers.</li> </ul>	<b>15</b>
Licensing and Regulatory Requirements	<ul style="list-style-type: none"> <li>• Knowledge of Code of practice for Royal lifesaving regulations and guidelines.</li> <li>• Ensure records are kept in a secure and confidential manner.</li> <li>• Record Accident/Incidents and fulfil reporting requirements.</li> <li>• Assist in the development, planning and evaluation of Swim school operational procedures and training needs.</li> </ul>	<b>5</b>
OSH	<ul style="list-style-type: none"> <li>• Ensure safety of self and other staff by operating equipment safely and wearing compulsory protective equipment.</li> <li>• Assist with occupational safety &amp; health and risk management responsibilities for Aquatics team.</li> </ul>	<b>5</b>
Emergency Management	<ul style="list-style-type: none"> <li>• Assist with effective response to emergency and first aid.</li> </ul>	<b>5</b>

## General

- Work in accordance with the Shire's defined Equal Opportunity and Anti-discrimination legislation, procedures & principles;
- Work in accordance with the Shire's defined Occupational Safety and Health legislation, procedures and principles;
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time;
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

## 1. Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

Delegated authority in accordance with the following:

### 2.1

## 2. Relationships

**3.1 Responsible to**  
Coordinator Recreation

**3.2 Responsible for**  
Nil

**3.3 Internal Stakeholders**  
Director Corporate and Community Services  
Employees

**3.3 External Stakeholders**  
General Public  
Swim School Members and parents  
Royal life saving  
AUSTswim  
Swim Australia  
Local Community Groups  
Local Schools  
Department of Education, Employment and Workplace Relations

### 3. Position Selection Criteria

#### 4.1 Position essentials

Well-developed oral communication and interpersonal skills.

Current Royal lifesaving/AUSTSWIM Teacher of Swimming and Water Safety or Swim Australia Teacher qualification.

Demonstrated experience with teaching / coaching supervision and a range of aquatic based programs.

Ability to implement the highest standards of public supervision and safety.

Ability to provide effective customer service and the ability to deal with difficult customers.

Ability to communicate effectively with high support needs people.

Current Senior First Aid Certificate.

Ability to work weekends in accordance with rostering arrangements.

Working with Children Check.

Current CPR Certificate.

#### 4.2 Position desirables

Austswim Certificate – Teacher of Infant Aquatics.

Austswim Certificate – Teacher of Aquatics for People with Disabilities.

Level 1 Australian Swimming Coaching Qualification.

Bronze Medallion.

#### Physical and Environmental Demands of the Position

- Ability to work flexible hours and public holidays, often with short notice.
- Ability to work with noise levels medium to loud.
- Mobility that will allow for the lifting and physical support of children.

### 5. Parties

Present Occupant Name:

Signature:

Date:

Reporting Officer Name:

Signature:

Date: