

**Position Title**

Learn to Swim Instructor

**Award Classification**

*Dorset Council Enterprise Agreement 2022, or any applicable Agreement that replaces it.*

**Date Reviewed**

July 2024

**Our Vision**

An inclusive, thriving and connected community.

**Our Values**

**Leadership**

We lead by example through our behaviours and approach to work. We are a proactive advocate for the community, and engage with the community in determining and driving a vision for Dorset.

**Creative Thinking**

We foster a solutions-driven environment that embraces innovation and inspires fresh approaches in adapting to, and creating, change.

**Customer Service**

We meet our service standards in a professional and responsive manner.

**Engagement**

We communicate openly and encourage the active participation of the community.

**Respect**

We engage in open dialogue, whilst accepting there will be differences of opinion.

**Financially Responsibility**

We deliver services to the community in a sustainable and strategic cost effective way.

Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people.

### Position Objectives

- To provide swimming lessons to groups and individuals as per the Scottsdale Aquatic Centre's Learn to Swim Program schedule; and
- To provide professional instructions and a safe environment in which students can learn and actively participate when facilitating the Learn to Swim Program.

### Key Responsibilities and Performance Requirements

- Enhance water safety knowledge of participants whilst developing swimming, water safety and survival skills;
- Plan, organise and facilitate water safety and swimming lessons in a safe, professional and enthusiastic manner in accordance with the Learn To Swim Program provided by the Scottsdale Aquatic Centre;
- Promote student participation in the Learn to Swim Program as required;
- Set up equipment and other materials in preparation for lessons;
- Accurately record student progress and maintain any relevant documentation as required;
- Have input into program schedules in liaison with the Aquatic Centre Manager;
- Help coordinate student enrolments as required;
- Establish a good rapport with participants and parents and communicate effectively with students, parents and other team members;
- Provide timely and accurate assistance and advice to students, parents and other team members as required and within the scope of the role;
- Promote a positive image of Scottsdale Aquatic Centre through a professional standard of work, personal presentation and the efficient and effective completion of duties, lessons and programs;

### Other

- Perform all duties in a manner which is without an unacceptable level of risk to your own health and safety, other employees, customers or the community in general;
- Take personal responsibility for professional development by actively seeking opportunities for professional growth and continuous learning;
- Proactively contribute to induction processes, including your own, to ensure that newcomers receive effective support and guidance, facilitating their learning and integration into the team;
- Comply with any direction or education provided by Council to safeguard the safety and well-being of vulnerable individuals, including children and young people. Promptly report to the Aquatic Centre Manager any concerns, disclosures, allegations, or suspicions of harm. Actively engage in and support practices that promote Council as a child-safe organisation;
- Maintaining a working knowledge of legislative requirements and Council's policies and procedures that relate to the role;
- Comply with and promote compliance with Council's policies and procedures and any reasonable and lawful direction given by a leader in relation to the same; and

### Key Responsibilities and Performance Requirements

- Other duties as reasonably directed by the Aquatic Centre Manager that are within the scope of the role and appropriate to the employee's level of training, experience and skills.

### Organisational Relationships

#### Reports To

- Aquatic Centre Manager

#### Internal Liaisons

- Management Team
- Council Employees
- Councillors

#### External Liaisons

- Students and parents participating in the Learn to Swim Program
- Other patrons of the Scottsdale Aquatic Centre
- Private and Professional Organisations
- Contractors

### Accountability, Authority, Judgement and Decision Making

- Authority and responsibility to carry out all functions, duties and responsibilities in accordance with Dorset Council's requirements of the Learn to Swim Instructor.
- Accountable to the Aquatic Centre Manager for the performance of duties.

### Essential Skills and Knowledge

#### Qualifications and Accreditations

- AUSTSWIM Teacher of Swimming and Water Safety certification (**or equivalent** qualification), or the ability to quickly and satisfactorily obtain;
- AUSTSWIM Teacher of Infant and Preschool Aquatics (**or equivalent** certification) or the ability to quickly and satisfactorily obtain;
- Current Provide First Aid (HLTAID011 including CPR and Basic Life Support) certificate;
- Current CPR accreditation;
- Current Working with Vulnerable People registration.

#### Skills and Experience

- Practical experience teaching swimming and water safety (includes work experience performed as part of achieving AUSTSWIM qualification or other equivalent qualification);
- A current understanding and awareness of WHS practices and procedures in the aquatic industry, or ability to quickly obtain;
- Excellent customer service skills;
- Demonstrated ability to work autonomously and with limited supervision;

### Essential Skills and Knowledge

- High level of time and task management skills;
- Effective verbal and written communication skills with the ability to follow a lesson plan and communicate skills learned;
- Leadership skills and ability to gain cooperation from others;
- Demonstrated conflict resolution and problem solving skills;
- Decisiveness and ability to make decisions under pressure;
- Demonstrated ability to work as part of a cohesive team with excellent communication skills enabling a professional relationship with customers, students, parents and the broader team;
- A standard of health and physical capability sufficient to meet the inherent requirements of the role.

### Desirable Skills and Knowledge

- Prior experience teaching Learn to Swim Programs;
- Nationally recognized Pool Lifeguard accreditation.

### Personal Attributes

- Motivated, energetic and enthusiastic;
- A passion to teach children and foster a positive learning environment;
- A positive and fun can-do attitude and willingness to learn;
- Flexibility, adaptability, resourcefulness and initiative; and
- Ability to build and maintain cooperative relationships.

I, \_\_\_\_\_ (*name*) have read and understood my position description and agree to perform my role in accordance with the objectives, responsibilities and performance requirements set out in this position description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_