

# Position Description

<b>Position Title:</b>	Aquatic Programs Swim Instructor
<b>Classification:</b>	Leisure Staff Grade 1
<b>Business Unit:</b>	Glen Eira Leisure (GEL)
<b>Reports to:</b>	Aquatic Programs Team Leader
<b>Approved by:</b>	Director Sustainability, Assets and Leisure
<b>Reviewed:</b>	May 2024

## 1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Jewish Holocaust museum and much more.

## 2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. As well as reducing emissions, we are working together to avoid waste and support Glen Eira's transition to a circular economy. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

### Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*
- Respect – *Being understanding and considerate*
- Integrity – *Being open and honest*

### Organisational Structure

Glen Eira City Council's structure comprises four Directorates and two executive management portfolios (People and Culture and Finance) all reporting to the Chief Executive Officer. The four Directorates are:

- Sustainability, Assets and Leisure;

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- Customer and Corporate Affairs;
- Planning and Place;
- Community Wellbeing

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost-effective services that make a difference to our community. In conducting their business, they aim to be client focused and open to innovation and continuous improvement.

### 3. Position Purpose and Background

The Aquatic Programs Swim Instructor provides swimming lessons to groups within the Schools Swim program as well as other aquatic programs at Glen Eira Leisure. The main objective is to provide professional instruction in Aquatic Programs and provide a safe environment in which students learn and have fun.

### 4. Working Relationships

Reports to:	Aquatic Programs Team Leader, Aquatic Programs Supervisor (on shift) & Aquatic Programs Shift Supervisor (on shift).
Internal liaisons:	Aquatic Programs staff, Aquatic Programs Supervisor, Aquatics staff, Centre Supervisors, General Manager Glen Eira Leisure, Business Operations Manager, Business Services Manager. All other Council Departments and Divisions
External liaisons:	Aquatic Program members and the general community

### 5. Key Responsibilities

- Provision of guidance and education in Aquatic Programs.
- Implement GEL policies and procedures ensuring a safe a secure environment for learner swimmers at all levels.
- Provide supervision and leadership to Schools Program students.
- Assess students for appropriate learn to swim classes.
- Strong customer service communication skills.

#### 5.1 OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions;
- Contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures;
- Act compatibly with human rights and consider human rights when making decisions; and
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements

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- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

## 5.2 Accountability and Extent of Authority

The following outlines the Accountability and Extent of Authority required by the Aquatic Programs Swim Instructor:

- Delivers Schools Swim program Instructions in line with GEL's guidelines and procedures. The Incumbent may be required to exercise sound judgement and control over learn-to-swim programs.
- Ensures safety and supervision of students.
- Provides direction and clear guidance to participants.

## 5.3 Judgement and Decision Making Skills

The following outlines the extent of judgement and decision making required by the Aquatic Programs Swim Instructor:

- Exercises judgement over the behaviour of patrons ensuring that they do not place themselves or others at risk.
- Determine student's level of competency/skills and recommends appropriate skills.
- Incumbent is required to identify problems and escalate to the appropriate staff member if necessary

## 5.4 Interpersonal Skills

The following describes the interpersonal skills required by the Aquatic Programs Swim Instructor:

- Well-developed interpersonal and communications skills, with particular abilities in teaching and training in an aquatic environment.
- Ability to foster and develop confidence in the swim school programs
- Strong customer service communication skills.
- Ability to convey instructions and information to patrons.
- Ability to work in a team and help foster team goals.

## 5.5 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Aquatic Programs Swim Instructor:

- Swimming instruction training and qualifications
- In-water Rescue training.
- Awareness of organisational operations and goals

## 5.6 Qualifications and Experience:

- Current Swimming and Water Safety Teacher qualification
- CPR Qualification
- Employee Working with Children's Check
- Must Maintain a satisfactory Police Check

## 6. Performance Review

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The Aquatic Programs Swim Instructor will be required participate in the Council's Performance Development and Review process. This involves planning and agreeing work and skill development objectives and reviewing and assessing achievements on a regular basis.

The Aquatic Programs Swim Instructor may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training. These will be discussed as part of the Performance Review process.

## 7. Selection Criteria

- Demonstrated commitment and adherence to organisational values and behaviours.
- Relevant qualifications in swimming instruction, and skills in managing students of various ages in an aquatic learning environment.
- Strong organisation and excellent customer service skills.
- Ability to work in a team and help foster team goals.
- Well-developed time management and supervision skills.

## 8. Other Information

- Position is subject to the satisfactory completion of Police Records Check, Employee Working with Children Check and Pre-employment medical.
- The position is primarily located at Carnegie Memorial Swimming Pool and Glen Eira Sports and Aquatic Centre, however the incumbent may be required to travel to other Council facilities or offices from time to time.