

Position Description

Swim Instructor

24 May 2023

Position Number

500148

Directorate

Advocacy and Community Services

Department

Leisure Services

Reports to

Aquatic Supervisor

Classification

Leisure Band 3

Employment Status

Casual

Location

Mitchell Leisure Centres

About the role

The Swim Instructor works to conduct Swim lessons as per program requirements of Mitchell Leisure Services which includes but is not restricted to Life Saving Victoria Swim and Survive Learn to Swim Program, School Swim Lessons and the Victorian Water Safety Certificate Program.

Key responsibility areas

- Conduct Swim Teacher duties in accordance with the Swim Teachers Package and AUSTSWIM (or similar) expectations
- Work with Swim Supervisors to ensure Program delivery is exemplary and adhere to Mitchell Leisure Services policies and procedures regarding all aspects of your role
- Attend relevant workshops, staff meetings and Evacuation Training sessions as scheduled
- Report all incidents, accidents and any other matters relating to the efficient operation of the Centres
- Maintain a safe and pleasant environment for members and guests and other staff
- Administer first aid and complete all necessary documentation when required
- Ensure any issues or problems that arise are dealt with in accordance with Mitchell Leisure Services policies and procedures and guidelines for safe pool operations
- Work in a team environment and to contribute to the work environment in a positive and proactive manner

Other Duties

- Responsibilities and duties included in this position description are subject to the multi- skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.

About you

Pre-employment check

- National Police Check
- Working with Children Check

About Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

As we grow, we will be leaders in protecting the environment and preserving the country feel and liveability of our unique communities, with visionary planning for a cohesive, prosperous, safe, and healthy future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



Respect



Customer Service Excellence



Accountability



Continuous Improvement

Structure

Mitchell Shire Council is broken into three Directorates being:

- Advocacy and Communities
- Economy, Growth and Infrastructure
- Organisational Performance

Position requirements

Accountability and Extent of Authority

- The Swim Instructor is accountable to the Swim Supervisor, with the whole Aquatics Department being accountable to the Team Leader Aquatics
- Work is performed within specific guidelines and under general supervision
- The Swim Instructor has the authority to enforce Mitchell Leisure Service's conditions of use regarding the safety and orderly behaviour of patrons

Judgement and Decision Making

- The incumbent is responsible for making decisions relating to the day-to-day duties of the Swim Instructor at the Mitchell Leisure site where work is being performed
- The objectives of the role are clearly defined with procedures clearly documented
- Guidance and advice will always be available, however in the event of a safety crisis the incumbent must have the ability to initiate the appropriate response, depending on the situation

Specialist Skills and Knowledge

- Conduct Swim Instructor duties in a professional manner in line with Mitchell Leisure Services policies and procedures
- solve minor problems and handle complaints in a fair and equitable manner;
- possess knowledge in the areas of Public Health and Safety issues and public relation skills.
- Undertake work in line with Industry guidelines and recommendations

Management Skills

- Ability to handle difficult situations, including emergencies calmly and decisively
- Ability to remain focused during every swim lesson offering impeccable service delivery

Interpersonal Skills

- Ability to follow instructions and guidelines
- Approachable, positive attitude and the ability to relate to the patrons in a friendly, helpful manner
- Strong people skills, including the ability to engage clientele through effective program delivery
- Good written communication skills for the purpose of completing routine work forms
- Well-developed teamwork skills
- Display confidence and flexibility in service delivery and the execution of tasks

Qualifications and Experience

- Sound knowledge in the implementation of swim lesson programming in an Aquatic Facility
- Ability to work within the Aquatic Industry as a qualified Swim Instructor
- Minimum standard of Swimming and Water Safety AUSTSWIM qualification (or similar) with preference to relevant extension courses
- The ability to work in a team environment and to contribute to the work environment in a positive and proactive manner

- Ability to handle difficult situations, including emergencies calmly and decisively
- Current Level 2 First Aid Certificate.
- Current CPR Certificate.
- Current AUSTSWIM (or similar) accreditation
- Previous experience within an Aquatic Facility (or similar) is desirable but not essential.