



POSITION DESCRIPTION

POSITION TITLE:		Swim Instructor			
POSITION NO:		705502	CLASSIFICATION:		Band 3
DIVISION:		Corporate Business and Finance			
BRANCH:		Leisure Services			
UNIT:		Yarra Leisure			
REPORTS TO:		Aquatic Programs Team Leader			
POLICE CHECK REQUIRED:	No	WORKING WITH CHILDREN CHECK REQUIRED:	Yes	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

- Provide efficient and effective instruction to Yarra Leisure Aquatic Program participants.
- Establish good communication with all Yarra Leisure patrons, participants and Yarra Leisure staff.
- Perform all work processes in accordance with the Yarra Leisure Aquatic Programs and all Yarra Leisure policies and procedures.

ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the

Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Richmond Recreation Centre along with the Collingwood Leisure Centre, Fitzroy Swimming Pool, Collingwood Estate Gym and Burnley Golf Course form the Yarra Leisure Branch.

As part of the Community Programs Division, the centre has a commitment to improving both the physical and mental health of the community.

ORGANISATIONAL RELATIONSHIP

Position reports to:	Aquatic Programs Team Leader
Position Supervises:	Nil
Internal Relationships:	Aquatic Programs Coordinator Aquatic Programs Officers Aquatic Services Officers Swim Instructors Coaches Senior Leisure Facilities Staff Other Council staff as required
External Relationships:	Members of the Facilities

KEY RESPONSIBILITY AREAS:	KEY DUTIES:	MEASURES OF SUCCESS:
<p>Provide efficient and effective instruction to Yarra Leisure Aquatics Program participants.</p>	<ul style="list-style-type: none"> • Enhance water safety knowledge of participants whilst developing comprehensive skills and competencies, including survival skills and swimming strokes. • Deliver all Yarra Leisure Aquatic Programs in a safe and professional manner in accordance to Yarra Leisure policies and procedures. • Promote participation in a safe and enjoyable aquatic environment. • Set up and pack up equipment and other materials in preparation for lessons. • Accurately evaluate participants (in conjunction with program supervisors) against set criteria relating to participants progress within the Aquatic Program • Begin and end all classes in a timely manner. • Advanced personal swimming skills, including the ability to perform water rescues is essential. • Reasonable level of physical fitness. 	<p>Teach the skills outlined in the Yarra Leisure Swim School curriculum:</p> <ul style="list-style-type: none"> ✓ Provide lessons to the community that meet Yarra Leisure and local community expectations. ✓ Ensure our participants are happy and enjoying swimming while developing sound technical skills and progressing through the program levels. ✓ Provide excellent service that makes participants stay with Yarra Leisure throughout their swimming life
<p>Establish good communication with all Yarra Leisure patrons, participants and Yarra Leisure Staff.</p>	<ul style="list-style-type: none"> • Actively listen and communicate effectively with participants, parents and Yarra Leisure staff. • Provide accurate and timely assistance to all participants, parents and Yarra Leisure staff in a pleasant and helpful manner. • Regularly communicate with the Aquatic Services Officers and Aquatic Programs Team Leader regarding program development, participant progression, assessments and difficult customers. • Establish good rapport with participants and adapt teaching style based on the varied needs and skill level of individual participants. • Promote a positive image of Yarra Leisure through professional communication and presentation i.e. uniform, name badge, friendly nature, supporting Yarra Leisure peers, show enthusiasm for role, etc. • Demonstrate the ability to work as part of a team and autonomously. 	<p>Appropriately problem solve the needs of individual participants of varied skill levels and cultural backgrounds by:</p> <ul style="list-style-type: none"> ✓ Communicate effectively to a diverse community to ensure each individual's needs are catered for within the lesson ✓ To be patient and accommodating, changing tactics for different audiences ✓ To be a valuable contributor to the team and program, offering recommendations for continuous improvement to senior staff

<p>Perform all work processes in accordance with the Yarra Leisure Aquatics Program and all Yarra Leisure policies and procedures</p>	<ul style="list-style-type: none"> • Maintain a thorough knowledge of all Yarra Leisure policies and procedures. • Ensure Swim Teaching Qualification, CPR and Working with Children Check qualifications are current and valid. • Efficient and effective completion of any delegated tasks. • Demonstrate a sound knowledge of and adherence to Swim Teacher Code of Behaviour. • Maintain a thorough knowledge and understanding of the Yarra Leisure Aquatic Programs and the skills associated with each level. • Perform any other duties within the limits of your skill, competence and training. • Attend compulsory workshop and staff meetings when advised. • Maintain a practical knowledge and understanding of Yarra Leisure facilities evacuation and emergency procedures. • Maintain a practical knowledge and understanding of Occupational Health and Safety associated with the delivery of Yarra Leisure's Aquatic Programs. 	<p>Demonstrate a commitment to the positive team culture of the Aquatics team by:</p> <ul style="list-style-type: none"> ✓ Deliver swimming lessons with pride, enthusiasm and energy ✓ Be punctual to all shifts ✓ Achieve a 90% attendance rate for all rostered shifts per term ✓ Assist colleagues and team members to problem solve and development as a team <p>Represent Yarra Leisure in a professional manner:</p> <ul style="list-style-type: none"> ✓ Keep all required qualifications up to date at all times (Industry Standard Swim Teaching qualification, CPR and Working with Children Check) ✓ Be in correct uniform for all shifts (rash vest/polo, black bathers/shorts, name badge) ✓ Attend a minimum of 2 training sessions and meetings annually (compulsory requirement)
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ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Swim Instructor is directly accountable to the Aquatic Programs Team Leader and Aquatic Services Officers.

Safety and Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
 - Respect
 - Teamwork
 - Innovation
 - Sustainability
 - Accountability
 - Integrity

JUDGEMENT AND DECISION MAKING

- Work is performed according to specific guidelines and established procedures under general supervision. Guidance and advice are readily available.
- Tasks performed may involve selection from a limited range of existing systems, equipment and processes in a defined range of recurring work situations.

SPECIALIST SKILLS AND KNOWLEDGE

- Sound knowledge of overall function and organisation of the Centre and its staff.
- Commitment to service ethic and personal service excellence.
- Commitment to ongoing training and development.
- Swim Instructors will be required to follow all relevant policies and procedures in line with Quality Assurance (ISO 9001).
- Swim Instructors will comply with City of Yarra Leisure Service procedures for safety, training, purchasing, document control, internal quality audits, corrective and preventative action, customer complaints and control of non-conforming products and services.

MANAGEMENT SKILLS

- Ability to manage swimming lessons and other swimming pool based programs.
- Ability to manage time and plan and organise own work to achieve specific and set objectives efficiently and effectively.
- Where the employee is more experienced, the ability to assist other employees by providing guidance, advice and training in routine procedural matters.
- Ability to handle difficult people/situations including emergencies.

INTERPERSONAL SKILLS

- Ability to deal pleasantly, clearly and tactfully with diverse members of the public.
- Ability to work well as a part of a team providing leadership, enthusiasm and motivation.
- Good oral communication skills.
- Ability to gain the co-operation of patrons in the administration of safety and crowd control requirements.

QUALIFICATIONS

- Current Teacher of Swimming and Water Safety Licence
- Current CPR qualification (or ability to obtain on confirmation of employment)
- Current Working with Children Check (or ability to obtain on confirmation of employment)
- Teacher of Infant and Pre-School Aquatics award (*desirable*)
- Teacher of Competitive Strokes award (*desirable*)
- Teacher of Adults award (*desirable*)
- Teacher of Access and Inclusion award (*desirable*)

KEY SELECTION CRITERIA

1. Qualifications and experience in the planning and delivery of skill appropriate, safe, innovative, and fun swimming and water safety education to a diverse range of participants with varied ages and abilities.
2. Adaptable interpersonal communication and customer service skills which can be successfully applied to identify and respond to participant and lesson needs in a busy aquatic education environment.
3. Experience as an active member of a team where peers trust and support each other as well as understand their role in the maintenance of a positive and high performing team culture.
4. A passion for and commitment to ongoing learning and development from a personal, peer and student perspective and willingness to share this with the team and the community.