

# Role Description

**Position Title** Learn to Swim Instructor

**Position Number** CSP206

## Purpose of Role

To provide a high level of customer service in delivering and promoting in-house aquatic education programs across Council aquatic facilities.

## Specific Responsibilities

- Plan, deliver and supervise learn to swim programs in a safe and professional manner to meet the needs of participants and in line with Council and industry guidelines.
- Assist with the scheduling of the Learn to Swim program.
- Ensure patrons comply with facility rules and assist with general patron supervision.
- Maintain records and complete required administrative tasks
- To provide quality customer service to all clients of the centre.
- Ensure presentation and cleanliness of the facility is maintained with particular focus on learn to swim areas.

## Work Experiences and Skills – essential

- Demonstrated relevant experience in a similar role or a role requiring a similar skill set.
- Demonstrated knowledge of swimming teaching techniques, instruction of swim school classes and an ability to interact with and teach children.
- Demonstrated numeracy, written and verbal communication skills sufficient to complete basic paper work, read safety instructions and plans, and to effectively communicate with the public and team members.
- Well developed interpersonal skills, with a strong focus on the provision of quality customer service.

## Academic, Trade Qualifications and other Licences – essential

- Current C class driver's licence.
- Current AUSTSWIM Teacher of Swimming and Water Safety certification.
- Current AUSTSWIM Teacher of Infant and Preschool Aquatics certification.
- Current Provide First Aid and Provide Cardiopulmonary Resuscitation certification.
- Current Confirmed Suitability for Child Related Employment from the Blue Card Services, Public Safety Business Agency (Working with Children Check) or ability to confirm suitability within two months of engagement.

## Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

## Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

## Work Location

You may be required to perform your role from any work location within the region.

## Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

## Organisational Expectations

