



## POSITION DESCRIPTION

|                               |  |  |        |   |    |
|-------------------------------|--|--|--------|---|----|
| <b>POSITION TITLE:</b>        | Swim Instructor  |  |        |   |    |
| <b>POSITION NO:</b>           | 705502   | <b>CLASSIFICATION:</b>                       | Band 3 |   |    |
| <b>DIVISION:</b>              | City Works and Assets                                    |  |        |   |    |
| <b>BRANCH:</b>                | Leisure and Recreation Services                          |  |        |   |    |
| <b>UNIT:</b>                  | Yarra Leisure  |  |        |   |    |
| <b>REPORTS TO:</b>            | Learn to Swim Team Leader and Aquatic Sports Team Leader |  |        |   |    |
| <b>POLICE CHECK REQUIRED:</b> | Yes  | <b>WORKING WITH CHILDREN CHECK REQUIRED:</b> | Yes    | <b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b> | 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.*

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### POSITION OBJECTIVES

- Provide high quality, safe, fun, engaging and effective swimming lessons to Yarra Leisure 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

|                                |   |
|--------------------------------|---|
| <b>Position reports to:</b>    | Aquatic Programs Team Leaders<br>Aquatic Programs Officers<br>Aquatic Services Officers   |
| <b>Position Supervises:</b>    | Nil   |
| <b>Internal Relationships:</b> | Aquatic Programs Coordinator<br>Aquatic Programs Team Leaders<br>Aquatic Programs Officers<br>Aquatic Services Officers<br>Swim Instructors<br>Coaches<br>Leisure Facilities Staff<br>Other Council staff as required |
| <b>External Relationships:</b> | Members of the Facilities<br>City of Yarra Community  |

## KEY RESPONSIBILITY AREAS AND DUTIES

### Program and session delivery

- Provide high quality, safe, fun, engaging effective swimming lessons to Yarra Leisure participants.
- Enhance water safety knowledge of participants whilst developing comprehensive aquatic 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 Programs.
- Begin and end all classes in a timely manner.
- Deliver the lessons as per the Yarra Leisure curriculum, providing individualised feedback and coaching to improve and correct skills and strokes.
- To work positively with supervisory staff, other instructors and Yarra Leisure staff to ensure a smooth service delivery.
- Participate in covering roster to facilitate other swim instructor absences from the programs.
- Advanced personal swimming skills, including the ability to perform water rescues is essential.

### Swimming and Water Safety Advocacy

- Be an advocate for the learn to swim's commitment to enhance the swimmer experience.
- Establish an environment that fosters positive team attitudes, encourages self-discipline, respect for others and responsibility.

- Exhibit enthusiastic leadership to swimmers, promote team work and appropriate and safe behaviour during lessons.

### **Communication**

- Establish good communication with all Yarra Leisure patrons, participants and Yarra Leisure Staff.
- Promote a positive image of Yarra Leisure Aquatic programs through professional communication and presentation i.e. uniform, name badge, friendly nature, supporting Yarra Leisure peers, show enthusiasm for the role, etc.
- Regularly communicate with the Aquatic Services Officers and Aquatic Programs Team Leaders 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.
- Demonstrate the ability to work as part of a team and autonomously.
- Able to communicate to a diverse range of participants with varied ages and abilities.

### **Preparation and Administration**

- Setting up lane space and equipment in accordance with the relevant centre lane allocation policy (Richmond Recreation Centre, Collingwood Leisure Centre and Fitzroy Swimming Pool).
- Plan adequately for each lesson and term.
- To provide detailed lesson plans for sessions for all covering swim instructors when on leave.

### **Training and Development**

- Ensure Swim Teaching Qualification, CPR and Working with Children Check qualifications are maintained to be current and valid.
- Attend compulsory workshop and staff meetings when advised.
- Maintain a practical knowledge and understanding of Occupational Health and Safety associated with the delivery of Yarra Leisure's Aquatic Programs.
- Maintain a practical knowledge and understanding of Yarra Leisure facilities evacuation and emergency procedures.

### **Other**

- Maintain a thorough knowledge of all Yarra Leisure policies and procedures and perform all activities as per the policies and procedures, including Quality Assurance (ISO 9001).
- Perform any other duties within the limits of your skill, competence and training.

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- The Swim Instructor is directly accountable to the Aquatic Programs Team Leaders and Aquatic Programs Officers.
- Involves explanations to patrons and the public on swimming and water safety.
- Works within the Yarra Leisure set policies, procedures and guidelines.
- Accountable for quality, quantity and timeliness of lesson delivery.

### **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.
- Required to follow all relevant policies and procedures in line with Quality Assurance requirements of AS/NZS ISO 9001:2015 and OHS Management System AS/NZS 4801:2001.

### **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:
  - Accountability
  - Respect
  - Courage

### **JUDGEMENT AND DECISION MAKING**

- Work is performed according to specific guidelines and established procedures under general supervision.
- Guidance and advice is always 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**

- Knowledge and understanding of learn to swim principles.
- Ability to plan and deliver appropriate lessons based on participant needs and abilities.
- Advanced personal swimming skills, including the ability to perform water rescue. Knowledge of and ability to apply emergency first aid techniques, including resuscitation.
- Commitment to customer service excellence.
- Commitment to ongoing training and development.

### **MANAGEMENT SKILLS**

- Ability to deliver swimming lessons and other swimming pool based programs.
  - Ability to manage the diverse needs of individuals within a group session.
  - Required to provide on the job training and guidance to others.
- Ability to handle difficult people/situations including emergencies.

## **INTERPERSONAL SKILLS**

- Ability to work well as a part of a team and providing leadership, enthusiasm and motivation to swim participants.
- Good 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)

## **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.