



### Living our corporate values ...

Community  
Focused

Show  
Integrity

Encourage  
Innovation

Be Caring &  
Respectful

Commitment  
to Safety

Value  
Teamwork

... to deliver progress and value to our community

## Learn To Swim Instructor

PD Version – April 2018

Next Review – April 2021

### Position Details

<b>POSITION NO:</b>	500 136, 500 137, 500 138, 500 300, 500 301
<b>DEPARTMENT:</b>	Works & Services - Facilities
<b>POSITION LOCATION:</b>	Parkes
<b>EMPLOYMENT STATUS:</b>	Casual Seasonal
<b>REPORTING TO:</b>	Parkes Aquatic Centre Coordinator
<b>NO. OF DIRECT REPORTS:</b>	0
<b>BAND/LEVEL:</b>	Operational Band 1 Level 3
<b>SALARY SYSTEM GRADING:</b>	Grade 6
<b>ALLOWANCES</b>	Casual Loading

### Purpose of the Position

To provide safe and effective delivery of swimming lessons to a range of students from babies to adults and learners with disabilities.

The Learn to Swim Instructor (Program) provides tuition that is skilful in advancing students through all stages of water safety and survival and Learn to swim from dog paddle to competitive strokes.

### Position Responsibilities

- Provide learn to swim tuition based on AUSTSWIM guidelines while ensuring safety of participants of the program.
- Present a positive image of Council to the public.
- Comply with all applicable Council policies and procedures.
- Co-operate with other supervisors/managers to ensure safety, quality and environmental requirements are met.
- Demonstrate passion for working with the community and providing a skill for life.
- To undertake other duties as required by Parkes Shire Council, within the scope of the person's capabilities, knowledge and experience.



### Position Skill Descriptors – Grade 6

- Required to regulate own work in accordance with standard procedures under general supervision.
- Required to address problems with supervisor/team leader with reference to established procedures or precedent and other relevant staff.
- Required to respond verbally to routine enquiries and complete standard forms.
- Required to cooperate with co-workers and assist with other's work where necessary.

### Position Qualifications and Experience Requirements

#### Qualifications:

- Current AUSTSWIM Teacher of Swimming and Water Safety Certification.
- Working with Children Check (WWCC).

#### **For this position there are mandatory job training requirements to be satisfied:**

This position requires that the successful incumbent to undertake and **successfully complete** the following **mandatory training** in order to fulfil the requirements of this role.

- 10 Hours of AUSTSWIM accredited training every two (2) years.

*This training and other training required for this position is specified with the Learning Plan for the position.*

### Position Delegations

This position has the following **internal** delegations:

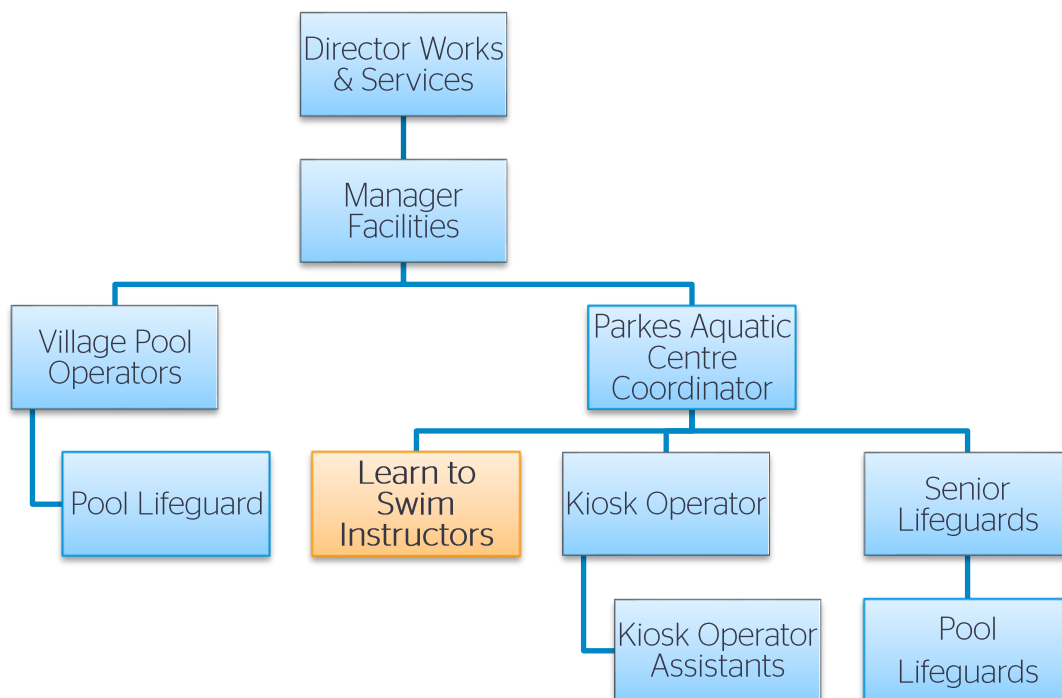
- Work Health and safety



### WHS Responsibilities

Key Responsibility	Performance Requirements
To comply with all Council safety policies and procedures including applicable SWMSs, SOPs or Project/Event Safety Management Plans	<ul style="list-style-type: none"> <li>+ Work in a safe manner without risk to themselves, others or the environment.</li> <li>+ Follow established and communicated safe work procedures at all times (this includes any permit requirements for high risk work).</li> <li>+ Report all incidents, hazards, injuries, illness or property damage, theft or loss.</li> <li>+ Participate in agreed WHS consultation arrangements</li> <li>+ Participate in site inspections, site risk assessments (WASPs) or incident investigations as requested.</li> <li>+ Seek assistance/clarification if unsure of WHS rules or procedures.</li> <li>+ Report any faulty tools or plant.</li> <li>+ Correctly use and maintain all personal protective equipment provided as required.</li> <li>+ Complying with emergency and evacuation procedures.</li> <li>+ Participate in any required WHS training or induction.</li> <li>+ Follow any verbal directions given by any Parkes Shire Council employee with regard to WHS.</li> <li>+ Participate in WHSMS review activities as required/requested.</li> </ul>

### Organisational Relationships





### Physical Requirements

<b>Neck Movement</b> (looking up, down, sideways)	5	<b>Dust</b> (expose airborne material ie. Dust)	1
<b>Reaching</b> (above shoulder height, forward/side extended)	3	<b>Gas / Fumes</b> (Working with gases or fumes)	1
<b>Hand/Arm Movements</b> (stacking, reaching, mopping, tool use)	5	<b>Liquids</b> (Tasks involve working with liquids which may cause skin irritations if contact is made with the skin)	3
<b>Bending/Twisting</b> (forward/ backward bending or twisting at waist)	2	<b>Noise</b> (Tasks involve exposure to high noise environments, and hearing protection is required to be worn)	3
<b>Kneeling/Squatting</b>	1	<b>Lighting</b> (Tasks involve working in dark or visually-poor environments)	2
<b>Leg Movements</b> (operate machinery)	1	<b>Temperature</b> (Task involve working in extremes of temperature - hot or cold)	4
<b>Standing</b> (upright without moving)	4	<b>Confined Space</b> (confined spaces work)	1
<b>Driving</b> (operate any mobile plant)	1	<b>Radiation</b> (Tasks involve magnetic or radiation sources)	1
<b>Walking</b> (even surfaces)	5	<b>Hazardous Substances</b> (Tasks involve working with hazardous substances)	1
<b>Walking</b> (uneven surfaces)	1	<b>Meeting Deadlines</b>	4
<b>Walking</b> (walking while manual handling object)	2	<b>Conflict Resolution</b>	2
<b>Walking</b> (up or down steep slopes)	1	<b>Sitting for extended periods</b>	1
<b>Climbing</b> (in and out of plant/car)	1	<b>Dealing with people</b>	4
<b>Climbing</b> (stairs, ladders, scaffolding)	3	<b>Underground Work</b>	1
<b>Manual Handling</b> (Tasks involve manual handling of objects - lifting, lowering, carrying, pushing, pulling, restraining)	3	<b>Personal Protective Equipment</b>	4
<b>Sight</b> (Use of sight as an integral part of task performance eg. Dark, fine detail)	5	<b>Manual Dexterity</b> (Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing)	2
<b>Sight</b> (Ability to discriminate between colours)	2	<b>Manual Dexterity</b> (Gross motor hand use; Gripping, holding, clasping)	4
<b>Hearing</b> (Effective hearing ability as an integral part of task performance)	5	<b>Task involves working in an awkward positions</b> Eg:	3
<b>Smell</b> (use of smell senses as an integral part of task performance)	2	<b>Cardiovascular Fitness level required for position</b>	5
<b>Balance</b>	4		

Keys	
General Demands	
Sensory Demands	
Environmental Factors	
Other Demands	
Manual Handling	
Cardiovascular Fitness	

Measures				
#	Physical		Manual Handling	Cardiovascular Fitness
1	Not applicable	<i>Not Relevant to this position</i>		
2	Occasional	<i>Task is performed for 0-33% of the day</i>	Light	Low (sedentary)
3	Frequent	<i>Task is performed for 34-66% of the day</i>	Moderate	Medium
4	Constant	<i>Task is performed for more than 66% of the shift</i>		
5	Repetitive	<i>Work cycle is repeated &lt; 30 sec &amp; performed for &gt; 60min</i>	Heavy	High (constantly on feet, repetitive physical work)



## **Learn to Swim Instructor**

*The Position Description for this role should be reviewed and discussed with your Manager. Following the review, the PD should be signed, reflecting your understanding and acceptance of the role and responsibilities. The document should then be returned to the Human Resources Section.*

### **Position Incumbent**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Supervisor**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Director**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This position description presents the major responsibilities required for this job title. Individual positions may require the performance of additional duties as assigned that are within the limits of the employee's skill, competence and training*