

## POSITION DESCRIPTION

<b>Position Title:</b>	Learn to Swim Instructor	<b>Position Code:</b>	6-CASLS
<b>Division:</b>	Liveability	<b>Grade:</b>	B
<b>Location:</b>	Dubbo/ Wellington/ Geurie	<b>Hours/Week:</b>	Casual
<b>Reports to:</b>	Swim and Water Activities Officer		
<b>No. Direct Reports:</b>	NIL	<b>No. Indirect Reports</b>	NIL

### Primary Purpose of Position

To professionally plan and deliver high quality swimming lessons in a safe, fun and effective manner at Dubbo Regional Council Aquatic Centres.

To provide all patrons of the Dubbo Regional Council Aquatic Centres with a high level of customer service.

To provide a safe, efficient and enjoyable learning environment for all lesson participants.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Learn to swim program duties	<ul style="list-style-type: none"> <li>• Undertake accurate assessment of participants in order to determine swimming level of skill</li> <li>• Plan appropriate learn to swim lessons which work within the structure of the program timetable and can be delivered according to established lesson plans</li> <li>• Organise, set-up and pack up equipment needed for lessons, ensuring it is used appropriately and advise Swim and Water Activities Officer or Aquatic Centre Manager of any faulty equipment</li> <li>• Check that area used for learn to swim is set up safely and in accordance with lesson plans</li> <li>• Conduct learn to swim lessons and programs which follow Aquatic Centre and Council Work Health and Safety policy and procedures and meet the individual needs of participants</li> <li>• Take appropriate action in the event of an emergency or incident that could endanger the well-being of any person at the Centre, including the safe evacuation of all class participants if required</li> <li>• Communicate professionally and effectively with other Aquatic Centre staff, management and Centre patrons</li> <li>• Develop good relationships with students, parents and carers</li> <li>• Provide verbal and written feedback to parents, carers and students on a regular basis</li> <li>• Maintain up to date records related to learn to swim classes including attendance and student progression</li> <li>• Attend staff meetings, ongoing professional development and training programmes after hours and as required</li> </ul>

### Key Accountabilities / Duties

- Inform the Swim and Water Activities Officer and Aquatic Centre Manager of any issues related to the Swim School Program
- Work closely with the Swim and Water Activities Officer, Aquatic Centre Manager and other instructors to continually look at ways to improve service delivery
- Assist the Swim and Water Activities Officer and Aquatic Centre Manager in ensuring patron awareness of all programs provided and to promote them in a positive manner
- Work according to a roster which may include weekends
- Maintain the currency of qualifications and update and renew qualifications at appropriate times
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time.

### Inherent Requirements of the Position

- Working with Children Check (or ability to obtain prior to commencement)
- Class C Drivers Licence
- Senior First Aid Certificate
- CPR Certificate
- This position requires a Pre-employment Health Assessment
- This position is required to work outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- As this position is required to spend extended periods of time outdoor safe clothing and sun-protective measures must be used.
- Ability to work Monday to Sunday on a rotating roster.
- The occupant of this position will be required to travel between Dubbo, Wellington and Geurie and operate out of Council's office or depot facilities as necessary.

## Selection Criteria

### Essential

1. Current AUSTSWIM Teacher of Swimming and Water Safety accreditation and licence
2. Experience in the planning and delivery of a range of learn to swim programs and knowledge of sequences of teaching and expectations of child development

### Desirable

3. Current;
  - a. AUSTSWIM Teacher of Swimming and Water Safety accreditation
  - b. AUSTSWIM Teacher of Infants and Preschool
  - c. AUSTSWIM Teacher of Aquatics
  - d. AUSTSWIM Teacher of Adults
  - e. WETS Aqua Instructor qualification or similar
4. Current RLSSA Pool Lifeguard Certificate and RLSSA Pool Lifeguard Licence
5. Excellent communication skills (both verbal and written) including the ability to interact with the general public and communicate effectively with children and deliver information in an educational setting
6. Ability to undertake reception and café duties including food handling and preparation, cash handling and point of sale system use as well as undertake general cleaning and routine maintenance duties

## Organisation Wide Accountabilities

### Corporate Values

#### Creating Community for Today and Tomorrow

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- **Progressive**
  - Be Curious, Courageous And Committed
- **Sustainable**
  - Balanced Approach To Growth & Opportunity
- **One Team**
  - Working Together
- **Integrity**  
Accountable For Our Actions

### Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor or People Culture and Safety within 48 hours
- Participating in any WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable

**Organisation Wide Accountabilities**

	<ul style="list-style-type: none"> <li>The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>Council's adopted Code of Conduct.</li> <li>Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

**Acceptance:**

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: