

POSITION DESCRIPTION	
Title:	Learn to Swim Instructor
Group:	Services
Reports to:	Aquatic Program Coordinator
Grade:	10
Position Allowances:	Nil
Hours:	Casual – as required
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	83287
Pre-placement Medical:	Required
National Police History Check:	Not required
WWCC Check:	Required
Date Developed:	14/11/2017
Position Purpose	
To coordinate delivery of professional learn to swim programs as required.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Current Teacher of Swimming and Water Safety Certificate. • Current Provide First Aid – HLTAID003 Certificate. • Maintain annual competency in CPR – HLTAID001. • Ability to communicate effectively with the public and excellent interpersonal skills. • Work Health and Safety Awareness. • Ability to work as part of a team and the ability to work unsupervised. • Demonstrated experience and skills in delivering Learn to Swim lessons. • Experience in contributing to improvements to a quality management system or making suggestions for other business improvements. • Possess a “Working with Children Check” Clearance in accordance with the ‘Child Protection (WWC) Act 2012’. 	

Desirable:

- Pool Lifeguards Licence.
- Certificate III in Fitness.
- WETS Aqua Instructor Certificate.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

- Conducting Learn to Swim classes.
- Promotion of Shellharbour City Council Learn to Swim programs.
- To be fully aware of and follow strictly, all approved cash handling procedures for the pools (where appropriate) and reception duties.
- Undertake other duties within skill and experience level as directed by management, including Lifeguard duties.

Support and promote the integrity and reputation of Council

- Apply and demonstrate the values of Council across all aspects of work.
- Be a role model for quality customer service.
- Ensure compliance with all Council policies and procedures and relevant legislation.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.