

POSITION DESCRIPTION

LEARN TO SWIM INSTRUCTOR

POSITION DETAILS

POSITION No:	5500	DIVISION:	Community Life
CLASSIFICATION:	THAC Level 3	UNIT:	DKHAC
		LOCATION:	DKHAC

OBJECTIVES

MISSION STATEMENT

Working together to make Hobart a better place for the community.

DIVISION OBJECTIVE

The principal objective of the Community Life Division is to deliver programs, services and activities focused on driving community engagement and participation, enhancing the vibrancy of the City of Hobart through activation, tourism and events, and addressing social inclusion, health and wellbeing, cohesion, resilience, disadvantage and inequality. The Division plays a visible and dynamic role in Hobart's economic and cultural development, and provides strategic, policy and communications support across the organisation.

POSITION OBJECTIVE

Conduct Learn to Swim classes in a safe and friendly manner that educates, enhances and builds confidence in the swimming ability of people of all ages.

KEY FUNCTIONS AND RESPONSIBILITIES

- Conduct quality Learn to Swim classes for Primary and Secondary school students and provide Assessment of students both at mid-term and end of term, in accordance with AUSTSWIM and the Centres Learn to Swim practices and procedures.
- Conduct quality Learn to Swim classes for children from six months of age to adults.
- Ensure that all classes are prepared for, both administratively and in practice and all equipment used in lessons is maintained in good working order.
- Conduct student progress book updating and certificate writing as required.
- Attend in-house training and development sessions to ensure skills and knowledge is always current.
- Actively monitor licence expiry dates and ensure these are current at all times.
- Deliver informed, professional and responsive communication to customer enquiries at all times.
- Be aware of schedules and rosters allocating specific time slots and classes as part of your casual position and raise any concerns the Program Officer Aquatic Programs.



Work Health and Safety: To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

ORGANISATIONAL RELATIONSHIPS

REPORTING RELATIONSHIPS

1. INTERNAL

The Learn to Swim Instructor reports to the Program Officer Aquatic Programs (9623).

2. EXTERNAL

General public and school groups.

SELECTION CRITERIA

1. Current Swim Teaching certification.
2. Current CPR Certificate.
3. Relevant experience in teaching swimming to infants, children and/or adults.
4. Ability to work with minimum supervision and to work as part of a cohesive team.
5. Ability to develop friendly, courteous and professional relationships with a range of customers and stakeholders.

Position Requirements

Pre-employment

- National Police check
- Pre-employment Medical Assessment – High Risk

Essential

- Registration to Work with Vulnerable People
- Competencies:
 - Provide Cardiopulmonary Resuscitation (CPR) (HLTAID009)
 - Swimming and Water Safety Teacher (SISSS00112)

Desirable

- Nil