

## ***Position Description***

<b>POSITION</b>	Learn to Swim Instructor
<b>SECTION</b>	Key Venues
<b>DEPARTMENT</b>	City Living
<b>BUDGET SUBJECT</b>	870,871,872,873, 874
<b>POSITION NO.</b>	Various
<b>POSITION TYPE</b>	Casual
<b>REPORTS TO</b>	LTS Team Leader
<b>DIRECT REPORTS</b>	No
<b>POSITION GRADE</b>	Band 1, Level 3, <u>Salary System</u> Grade 3
<b>DATE</b>	July 2015

### POSITION CONTEXT

- The Key Venues (KV) section is positioned within Blacktown City Council's Directorate of City Living.
- Key Venues are administered under the authority of Blacktown Venue Management Ltd (BVM), a company wholly owned by Council acting as Council's Managing Agent.
- All employees of Key Venues are employed by Blacktown City Council (BCC) and seconded to Blacktown Venue Management Ltd.

### POSITION PURPOSE:

- To provide professional, safe, practical and theoretical instruction to participants in BVM's Learn to Swim programs.
- To instruct according to teaching methodologies outlined by Austswim and Royal Life Saving Society Learn to Swim Programs.
- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the Workplace Health and Safety (WHS) Management System to ensure a safe place of work.

### QUALIFICATIONS & EXPERIENCE:

#### **Essential:**

- Austswim Certificate – Teacher of Swimming and Water Safety.
- Current CPR Certificate.
- Excellent oral communication.

- Excellent customer service.
- Current Working With Children Check

**Desirable:**

- Current 1<sup>st</sup> Aid Certificate
- Pool Lifeguard Award.
- Oxygen Equipment Certificate.
- Coaching/teaching experience.
- Current driver's licence.

**AUTHORITY:**

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities, which are consistent with the responsibilities of the position. The incumbent's authority is subject to any limitation imposed by the BCC and/or BVM Management Team, BCC and/or BVM Policies, Procedures and Work Instructions.

**KEY ACCOUNTABILITIES:**

- To represent BVM and Council and the respective facility in a positive light at all times and to provide the highest levels of customer care and service to all users. Such representation includes, but is not limited to, professional appearance, conduct and punctuality.
- To follow instructions and guidance as provided by senior staff and to work cooperatively with other Key Venues employees.
- To ensure the safety and well being of all patrons and user groups to the nominated facility by the provision of high quality surveillance and teaching techniques. Such responsibility shall extend to all areas of the facility and not be limited to pool areas.
- To respond accordingly to any First Aid or Emergency situation and to work cooperatively with other staff/professionals/others in the treatment of such.

**WHS:**

- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the WHS Management System.
- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.

**Corporate:**

- To commit to and embrace the objectives of Blacktown City 2030 – City of Excellence, and to be accountable for participating as appropriate in the allocated program of works designed to deliver on the identified objectives as directed.

**Equal Employment Opportunity (EEO):**

Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

**Environmental Sustainability:**

- Seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

**DUTIES:**

- Report daily/or according to roster requirement to the nominated Learn to Swim Team Leader or his/her delegated official at the nominated facility. Such reporting must take into account the flexible approach to sudden changes in work hours, conditions and locations, as is the nature of casual work.
- Deliver the learn to swim class program in accordance with the program framework and standards.
- Be ready to instruct class prior to starting time (arrive minimum 10 minutes prior to class commencement).
- Ensure classes start and finish on time.
- Be available after the class to consult with students and/or parents/guardians regarding the class or instruction techniques.
- Manage and report on class attendances.
- Accurately assess swimming lesson students and complete any necessary administration resulting from this assessment.
- Provide centre users with relevant and accurate information regarding the Learn to Swim Program and any associated program or service information.
- To assist in the promotion and marketing of any/all programs and services related to the centre with particular emphasis on the Learn to Swim Program.
- Provide parents/adults/caregivers with timely and accurate feedback regarding process and direction of their attending students.
- To undertake cleaning duties as required where appropriate and to provide a clean, safe and inviting environment to the various user groups.
- To undertake general equipment maintenance tasks associated with the position of a safe, clean, efficient and high quality program as required.
- Actively support Key Venus staff working together as a "team" to meet the requirements expected by the BVM Board, Blacktown City Council and all key stakeholders.

- Provide guidance and instruction which results in motivated students.
- Other duties as from time to time as may be reasonably required and requested by and/or through the BVM Chief Executive Officer or his or her nominee.
- Assist with the training, induction, monitoring and evaluation of new or 'rookie' learn to swim instructors.

SELECTION CRITERIA:

- Relevant experience in accordance with requirements outlined in the position description.
- Appropriate qualifications.
- Knowledge of applicable legislation/regulations.
- Computer literate.
- Demonstrated commitment to customer service.
- Ability to work within a team environment.
- Availability to work flexible working hours.
- Participate in water and energy saving initiatives where appropriate.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.
- Thorough and professional swim lessons.
- Meeting deadlines.
- High level of participant and parent satisfaction.
- Adherence to lesson and program plans.
- Effective written and verbal communication.
- Ability to work in a team.
- Effective adherence to Council's policies and procedures.

Employee Name (PRINT):

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Employee Sighted and Agreed:

Date:

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Supervisor Name (PRINT):

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Authorised by Supervisor:

Date:

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