



### 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

## Casual Learn to Swim Instructor

<b>POSITION NO:</b>	500,138
<b>DEPARTMENT:</b>	Engineering Services
<b>EMPLOYMENT STATUS:</b>	Casual Seasonal
<b>BAND/LEVEL:</b>	Operational Band Level 3
<b>SALARY SYSTEM GRADING:</b>	6
<b>ALLOWANCES</b>	Casual Loading
<b>REPORTING TO:</b>	Manager Support Services
<b>NO. OF DIRECT REPORTS:</b>	Nil
<b>LAST PD REVIEW DATE:</b>	1 August 2017

### 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.

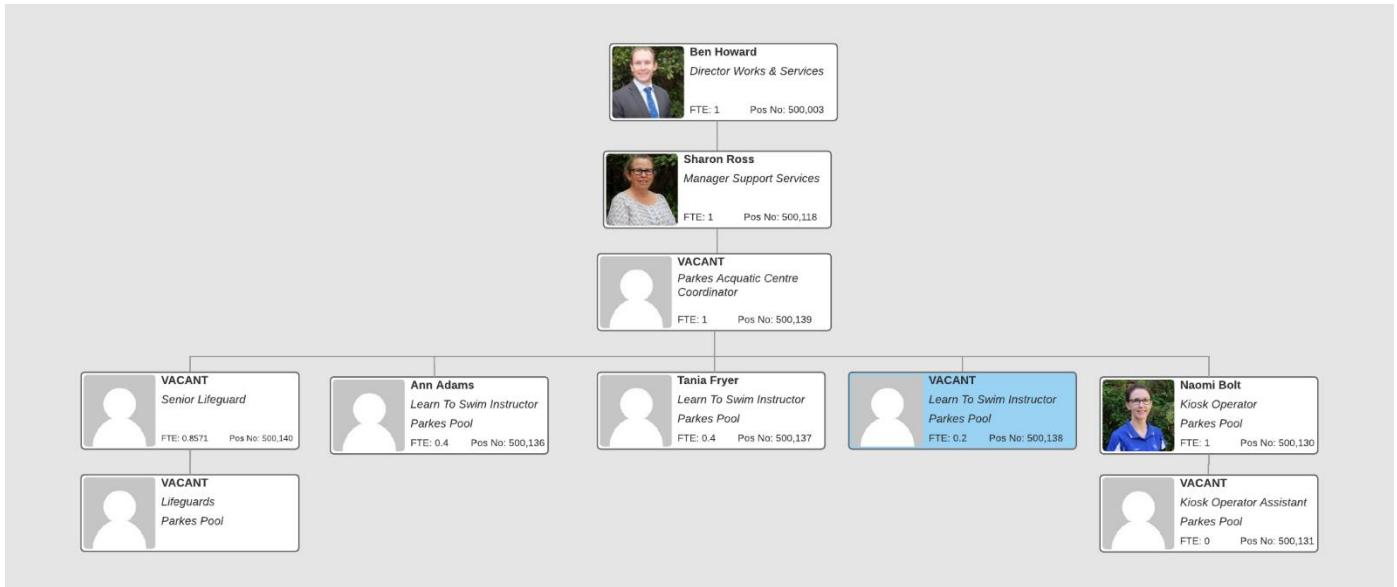
The Learn to Swim Instructor (Program) provides tuition that is skilful in advancing students through all stages of Water Safety and Survival and Learn to Swim from dog paddle to competitive strokes.

### Key Responsibilities

1. Provide Learn to Swim tuition based on AUSTSWIM Guidelines while ensuring safety of participants of the program
2. Present a positive image of Council to the public
3. Comply with all applicable Council policies and procedures
4. Co-operate with other supervisors/managers to ensure safety, quality and environmental requirements are met
5. A passion for working with the community to provide a skill for life



### Organisational Relationships



### Qualifications/Certifications

The preferred qualification is AUSTSWIM Teacher of Swimming and Water Safety. It would be expected that the person would have at least (12) month relevant work and be deemed competent by the Learn To Swim assessor.

In addition to the qualifications and experience, the position holder must possess and maintain a Standard Driver's Licence.

For a full training plan for the position refer to the attached Appendix.



### Performance Objectives

Key Duties	Performance Measures
<b>Key Responsibility 1</b>	
<ul style="list-style-type: none"> <li>Provide Learn to Swim tuition based on AUSTSWIM Guidelines while ensuring safety of participants of the program</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance of LTS Qualification</li> <li>Participation in training to expand knowledge</li> <li>Progression of students through the levels to demonstrate improvement</li> <li>Supervision of students under direct care to ensure no safety incidents</li> </ul>
<b>Key Responsibility 2</b>	
<ul style="list-style-type: none"> <li>Present a positive image of Council to the public</li> </ul>	<ul style="list-style-type: none"> <li>Positive communication skills</li> <li>Participation in the Pool Team dynamic</li> </ul>
<b>Key Responsibility 3</b>	
<ul style="list-style-type: none"> <li>Comply with all applicable Council policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Parkes Pool Procedures Manual</li> <li>Participation in PSC Induction Processes</li> <li>Participation in Safety Management System</li> </ul>
<b>Key Responsibility 4</b>	
<ul style="list-style-type: none"> <li>Co-operate with other supervisors/managers to ensure safety, quality and environmental requirements are met</li> </ul>	<ul style="list-style-type: none"> <li>Participation in Team meetings</li> <li>Follow directions from appropriate managers and supervisors</li> </ul>
<b>Key Responsibility 5</b>	
<ul style="list-style-type: none"> <li>A passion for working with the community to provide a skill for life</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated passion for aquatics</li> <li>Positive feedback and observations</li> </ul>



### Work Health & Safety (WHS) Responsibilities

Key Responsibility	Performance Measure
<b>Worker Responsibilities</b>	
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>



### Physical Requirements

<b>Neck Movement</b> (looking up, down, sideways)	5
<b>Reaching</b> (above shoulder height, forward/side extended)	3
<b>Hand/Arm Movements</b> (stacking, reaching, mopping, tool use)	5
<b>Bending/Twisting</b> (forward/ backward bending or twisting at waist)	2
<b>Kneeling/Squatting</b>	1
<b>Leg Movements</b> (operate machinery)	1
<b>Standing</b> (upright without moving)	4
<b>Driving</b> (operate any mobile plant)	1
<b>Walking</b> (even surfaces)	5
<b>Walking</b> (uneven surfaces)	1
<b>Walking</b> (walking while manual handling object)	2
<b>Walking</b> (up or down steep slopes)	1
<b>Climbing</b> (in and out of plant/car)	1
<b>Climbing</b> (stairs, ladders, scaffolding)	3
<b>Manual Handling</b> (Tasks involve manual handling of objects - lifting, lowering, carrying, pushing, pulling, restraining)	3
<b>Sight</b> (Use of sight as an integral part of task performance eg. Dark, fine detail)	5
<b>Sight</b> (Ability to discriminate between colours)	2
<b>Hearing</b> (Effective hearing ability as an integral part of task performance)	5
<b>Smell</b> (use of smell senses as an integral part of task performance)	2
<b>Balance</b>	4

<b>Dust</b> (expose airborne material ie. Dust)	1
<b>Gas / Fumes</b> (Working with gases or fumes)	1
<b>Liquids</b> (Tasks involve working with liquids which may cause skin irritations if contact is made with the skin)	3
<b>Noise</b> (Tasks involve exposure to high noise environments, and hearing protection is required to be worn)	3
<b>Lighting</b> (Tasks involve working in dark or visually- poor environments)	2
<b>Temperature</b> (Task involve working in extremes of temperature - hot or cold)	4
<b>Confined Space</b> (confined spaces work)	1
<b>Radiation</b> (Tasks involve magnetic or radiation sources)	1
<b>Hazardous Substances</b> (Tasks involve working with hazardous substances)	1
<b>Meeting Deadlines</b>	4
<b>Conflict Resolution</b>	2
<b>Sitting for extended periods</b>	1
<b>Dealing with people</b>	4
<b>Underground Work</b>	1
<b>Personal Protective Equipment</b>	4
<b>Manual Dexterity</b> (Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing)	2
<b>Manual Dexterity</b> (Gross motor hand use; Gripping, holding, claspings)	4
<b>Task involves working in an awkward positions</b> Eg:	3
<b>Cardiovascular Fitness level required for position</b>	5

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 Resource 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*



### Training Plan

ENGINEERING SERVICES - Swimming Pool		
Position	Lean To Swim Instructor	
Position Number	500,138	
Course/Skill/Qualification	R = Required	O = Optional
PSC Human Resources Induction	R	
Employee WHS Induction Programme	R	
Code of Conduct	R	
Bullying & Harassment	R	
Equal Employment Opportunity	R	
Alcohol and Other Drugs	R	
Privacy	R	
Customer Service Fundamentals	R	
Fire Warden	O	
Incident Investigation	O	
LEAN Introduction	R	
Manual Handling	R	
PSC Computer Programs	R	
Safe Use of Fire Equipment	R	
AUSTSWIM Teacher of Swimming and Water Safety	R	
AUSTSWIM Teacher of Infant and Preschool Aquatics	R	
AUSTSWIM WETS Aqua Instructor	O	
First Aid Certificate + CPR	R	
Working with Children Check	R	

\* R = Required, O = Optional