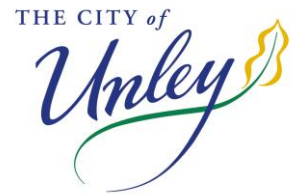


POSITION DESCRIPTION

CORPORATION OF THE CITY OF UNLEY



1. JOB IDENTIFICATION:

Title of Position: SWIMMING INSTRUCTOR
Business Unit: COMMUNITY AND CULTURAL CENTRES
Reports to: AQUATICS SERVICES OFFICER
Classification: USCE1

2. POSITION OBJECTIVES:

The position will:

- Teach water safety and swimming strokes to children and adults.
- Interact and communicate effectively with children and parents to ensure that they are aware of technique, skill level and progress.
- Increase awareness of other programs/activities/promotions that are organised at the Centre.
- Maintain order, control, and ensure appropriate behavior of class participants with particular attention to safety and proper use of facilities.
- Maintain and develop relationships with the Centre's customers, particularly parents and guardians of Learn to Swim students, providing excellence in customer service

3. KEY RESPONSIBILITIES:

- Deliver a structured lesson plan for each lesson which extends across each term to provide a high standard of teaching to ensure that program objectives are met.
- Have a commitment to the rostered swim teaching shifts over the course of each term.
- Be at the Centre 10 minutes prior to shift commencement to collect necessary equipment and prepare for the lesson.
- Be prepared to work in and or assist with other Centre activities (i.e., Birthday Parties etc). You may be required to work across the Swimming Centre up tilting the skills and qualifications you have obtained through further study and training (dependent on relevant qualifications).
- Attend scheduled training sessions and regular staff meetings.
- Promote all Centre facilities.
- Communicate feedback from customers to the Programs and Events Coordinator.
- Administer first aid and resuscitation when necessary.
- Participate in internal training and education programs.
- Maintain all essential qualifications for the position.
- Demonstrate and support the City of Unley's values when working with others and the community.



Better Together



Be Progressive



Strive for Excellence

Staff must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.

Key WHS Responsibilities:

- Actively support and contribute to the City of Unley's effective safety culture.
- Identify and report health and safety hazards, accidents, incidents, injuries and property damage within the workplace.
- Taking reasonable care to ensure their own safety and not placing others at risk, including appropriate use of equipment and PPE.
- Complying with the requirements of the City of Unley's WHS management system.
- Attending WHS training and following instructions and advice provided.

SAFE ENVIRONMENT:

- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

EQUAL OPPORTUNITY EMPLOYMENT

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

Actively support and contribute to the City of Unley's organisational values.

OUR VALUES



Better Together

Looks like ...

- Everyone matters
- Embrace diversity and difference
- Work as a team
- Collaborate with others
- Show care and support
- Share information and share the load
- Celebrate the wins, and the effort to get there



Be Progressive

Looks like ...

- Adapt, experiment and try new ways
- Be agile, open and take the right risks
- Seek new information & perspectives
- Learn and grow
- Embrace challenge and take action
- Shape the future



Strive for Excellence

Looks like ...

- Deliver our best work
- Set the benchmark high
- Be the best at getting better
- Reflect, evaluate and measure
- Achieve outstanding results
- Have pride in working for local government

4. PERFORMANCE AND SKILL REQUIREMENTS:

a) Qualifications/Experience

Essential

- Current AUSTSWIM Teacher of Swimming and Water Safety or equivalent recognized certification.
- Current Apply First Aid certification.
- Current Department Human Services (DHS) Working with Children Check. *This required to be maintained with this position and held current every five (5) years.*
- Current Safe Environments for Children and Young People *Through their* eyes or equivalent recognized certificate.
- Experience in an aquatic environment including the supervision and teaching of children and adults.
- Experience in operation of swimming lessons and student development.
- Experience in similar or other types of swimming programs.

Desirable

- Current Pool Lifeguard Award certification

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

b) Knowledge

Essential

- Knowledge of swimming safety, and planning and class management.
- Specialised knowledge in swimming instruction.
- A clear understanding of customer service principles and their application

c) Skills

Essential

- Ability to maintain and control a group of children under their direct supervision.
- Ability to work in a team environment.
- Excellent customer service skills.
- Excellent communication skills in dealing with students.

d) Personal Attributes

Essential

- Ability to work in a team environment.
 - Sound public relations, customer service skills.
 - Have excellent communication skills in dealing with clients/user groups.
 - Sound ability to manage conflict situations effectively.
-

By signing this position description, the employee and the employee's manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent:

Date:

Manager:

Date: