

SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

Position Details

Title:	Leisure Services Officer Swim Teacher
Classification:	Band 3
Business Unit:	Community Wellbeing
Directorate:	Wellbeing, Planning & Regulation
Reports to:	Swim School Coordinator

Our Vision and Values

Vision

Thriving Community, Limitless Opportunity

Values

Raise the Bar

Create Brilliance Together

Dream Boldy, Change Bravely

Integrity in Every Step

Child Safety

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

Position Summary

The Leisure Services Officer/ Swim Teacher is a multi-skilled position that contributes to the efficient and effective operation of Hamilton Indoor Leisure & Aquatic Centre (HILAC) and the five outdoor pools in the Shire. Swim Teachers are responsible for planning, delivering and teaching high quality swimming and water safety lessons to groups and individuals of all ages and abilities, ensuring a high level of customer satisfaction and member retention.

Key Responsibilities

- Deliver a best practice aquatics program according to relevant teaching manuals (AustSwim), lesson plans and Centre operating procedures and ensure high levels of customer satisfaction from participants, schools and parents/guardians.
- Teach according to the Swim and Survive teaching methodology and systems while utilising innovative teaching techniques to encourage skills progressions.
- Assist in setting up and packing up lane space and gather all required equipment prior to commencement of swimming lessons. Return all equipment to appropriate storage location post lessons.
- Hosting children's aquatic and recreational activities such as school programs, pool parties and other functions
- Providing excellent customer service to internal and external customers
- Conducting client interactions and completing all required administrative functions through nominated systems efficiently, timely and effectively
- Attendance at regular internal and external skills maintenance professional development sessions
- Actively cross promote HILAC's programs and services to patrons
- Maintaining the presentation of work areas to agreed standards
- Ensuring accurate recording and reporting of all accidents, incidents and customer feedback/complaints
- Any other duties as required

Extent of Authority

- Accountable for ensuring the safety of patrons and commit to and adhere with Council's Child Safe Requirements;
- Works under general supervision;
- Accountable for ensuring the security of the facility and implementing Emergency Procedures if and when required
- Responsible for the equitable allocation of pool space for users;
- Responsible for the cleaning of the facility in accordance with facility procedures
- Responsible for carrying out rescues and First Aid within RLSSA guidelines
- Required to contribute to the development of organisational procedures and systems as they relate to swimming and/or aquatic activities
- Commit to and adhere with Child Safety standards and Council's requirements
- Provide advice and recommendations to the Swim School Coordinator on improvements and forward planning for the Swim School.

Judgement and Decision Making

- The incumbent is expected to use their discretion and to make decisions of a routine nature;
- Procedures to be followed are clearly documented and well understood
- Guidance and advice are always available from within the organisation

Specialist Skills and Knowledge

- Level 2 First Aid Certificate
- Teacher of Swimming and Water Safety
- Demonstrated swim instruction experience at a public aquatic facility
- Knowledge and understanding of the public aquatic facility industry and associated policies/procedures

Management Skills

- Skills in managing time, setting priorities and planning own work within a timetable
- Ability to teach patrons, observing Occupational Health and Safety and Risk Management protocols at all times
- Ability to weigh up options and make logical decisions
- Ability to assist in coordination of the use of the facility by different user groups
- Ability to supervise the day-to-day operations of the pool
- Ability to supervise groups under the Officer's control
- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for their own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
 - Contribute to OHS consultation processes
 - Prompt reporting of hazards and incidents

Inter-personal Skills

- An ability to communicate effectively with diverse groups such as schools, community/user groups, members of the public and pool committees (where applicable)
- The ability to work both independently and as a part of a team

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:
 - Southern Grampians Shire Council Policies and Procedures
 - Southern Grampians Shire Council Staff Code of Conduct
 - Privacy and Data Protection Act 2014 (Vic)
 - Equal Opportunity Act 2010 (Vic)
 - Occupational Health and Safety Act 2004 (Vic)
 - Government/Industry Codes of Conduct
 - The Southern Grampians Shire Council Enterprise Agreement
 - The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
 - Co-operating with Council with respect to any action taken to comply with a requirement of the OHS Act 2004

Qualifications and Experience

- Current Teacher of Swimming and Water Safety qualification (essential)
- AustSwim electives (*desired/willing to obtain*)
- Current CPR Certificate (essential)
- Level 2 First Aid Certificate
- Pool Lifeguard (*desired/willing to obtain*)
- Current Drivers licence
- Working with Children's Check

Key Selection Criteria

The employee will demonstrate the following:

- Previous experience in swim teaching
- Experience in liaising with internal and external stakeholders
- Ability to forward plan and meet deadlines
- Verbal communication and customer service skills

- Demonstrated ability to work harmoniously in a team environment
- Previous experience in customer service (desirable)

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

Signature: _____

Date: _____