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# **Position Description**

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| **Position Title** | Swim School Teacher |
| **Directorate** | Sustainable Economy & Communities |
| **Level** | Level 3 |
| **Reports to** | Coordinator Recreation Services |
| **Directly responsible for** | Nil |
| **Primary Location** | Margaret River Recreation Centre |
| **Delegation** | N/A |
| **Position No. & version** |  |

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| **Position Overview** |

* To provide swimming lessons to groups, schools and individuals within the MRRC Swim School program.
* To plan and deliver quality swim lessons in a safe, fun and effective manner.
* To have a knowledge and understanding of all aspects of teaching swimming/ water safety and ensuring the safety and enjoyment of participants in classes at all times.

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| **Position Responsibilities** |

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| **Service Delivery** | * Delivery swimming instruction as per the Swim School’s Instructor guidelines. * Implement the MRRC and Royal lifesaving policies and procedures ensuring a safe and secure environment for all. * Supervise the students in your Swim School classes. * Complete required administration task specific to the Swim School program. * Undertake supervision, rescues and emergency interventions in accordance with Centre policies and procedures, and industry standards and practices. * Attend training as set out by the Centres’ and Aquatic Team. * Set-up and pack-up all swim school equipment needed for lessons. * Conduct learn to swim lessons and programs which meet the individual needs of participants. * Liaise with other instructors and participants in order to continually improve service delivery. * Maintain records related to learn to swim classes. * Provide a high level of enthusiasm, commitment and professionalism in providing quality support and excellent customer service. | **70%** |
| **Customer Services** | * Welcome and direct patrons and respond to customer queries. * Provide a high level of enthusiasm, commitment and professionalism in providing quality support and excellent customer service. * Ability to convey clear directions and recommendations to customers. | **15%** |
| **Licensing and Regulatory Requirements** | * Knowledge of Code of practice for Royal lifesaving regulations and guidelines. * Ensure records are kept in a secure and confidential manner. * Record Accident/Incidents and fulfil reporting requirements. * Assist in the development, planning and evaluation of Swim school operational procedures and training needs. | **5%** |
| **OSH** | * Ensure safety of self and other staff by operating equipment safely and wearing compulsory protective equipment. * Assist with occupational safety & health and risk management responsibilities for Aquatics team. | **5%** |
| **Emergency Management** | * Assist with effective response to emergency and first aid. | **5%** |

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| **Position Requirements** |

**Essential**

* Well-developed oral communication and interpersonal skills.
* Current Royal lifesaving/AUSTSWIM Teacher of Swimming and Water Safety or Swim Australia Teacher qualification.
* Demonstrated experience with teaching / coaching supervision and a range of aquatic based programs.
* Ability to implement the highest standards of public supervision and safety.
* Ability to provide effective customer service and the ability to deal with difficult customers.
* Ability to communicate effectively with high support needs people.
* Current Senior First Aid Certificate.
* Ability to work weekends in accordance with rostering arrangements.
* Working with Children Check.
* Current CPR Certificate

**Desirable**

* Austswim Certificate – Teacher of Infant Aquatics.
* Austswim Certificate – Teacher of Aquatics for People with Disabilities.
* Level 1 Australian Swimming Coaching Qualification.
* Bronze Medallion.

**Physical and Environmental Demands of the Position**

• Ability to work flexible hours and public holidays, often with short notice.

• Ability to work with noise levels medium to loud.

• Mobility that will allow for the lifting and physical support of children.

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| **Key Relationships** | |
| **Internal** | **External** |
| Director Corporate and Community Services  Employees | General Public  Swim School Members and parents  Royal life saving  AUSTswim  Swim Australia  Local Community Groups  Local Schools  Department of Education, Employment and Workplace Relations |

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| **The Way We Do Things** |

Respect Integrity Community Excellence

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| **Acknowledgement** | | |
| Reporting Officer Name | Signature | Date |
| Name | Signature | Date |