

POSITION DESCRIPTION

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| Position Title | Swim Teacher |
| Department | Aquatics |
| Employment Status | Casual |
| Award | Fitness Industry Award (2010) (MA000094) |
| Position Reports to | Schools Coordinator and LTS Coordinator |
| Location | AquaPulse and Werribee Outdoor Pool |
| Responsible for | Nil |

Our Vision: To build healthy lives through recreation and aquatics.

Our Mission: To provide premier fitness and aquatic services.

Our Values: Service, Innovation and Safety. Our values define our organisation and bring our culture to life.

Purpose of Position

The Swim Teacher is responsible for planning, delivering and teaching high quality swimming and water safety lessons to groups and individuals, ensuring high level of customer satisfaction and member retention. This position teaches swimming lessons and water safety to children of all ages and abilities and adults, while ensuring that delivery of the program is of the highest quality.

Key Responsibilities / Accountabilities

Key Responsibilities:

- Deliver a best practice aquatics program according to relevant teaching manuals (AustSwim), lesson plans (Swim & Survive Program), WLS Standard Operating Procedures (SOP's) and ensure high levels of customer satisfaction from participants, schools and parents/guardians
- Teach according to the Swim & Survive teaching methodology and systems
- Deliver high levels of customer service and make swimming and water safety lessons enjoyable and educational for participants
- Utilise innovative teaching techniques to encourage and ensure skills progression from participants, according to students level, age and learning capabilities
- Utilise teaching skills to ensure all participants receive maximum benefit from each swimming and water safety lesson
- Ensure all swimming and water safety lessons commence and finish as scheduled
- Assist in setting up and packing up lane space and ensure that the appropriate equipment is obtained prior to commencement of swimming and water safety lessons and returned to appropriate storage location at the end
- Ensure the maintenance of equipment, cleanliness of the storage area and setting up and packing up of all equipment required for swimming and water safety lessons is maintained
- Make recommendations on improvements to the LTS Coordinator and Schools Coordinator
- Provide advice regarding forward planning to the LTS Coordinator and Schools Coordinator
- Complete required administration requirements specific to all swimming and water safety lessons
- Record participant attendance, complete participant assessments and prepare logbooks/certificates in accordance with requirements
- Work collaboratively as part of a high performing team/organisation, establishing and maintaining effective relationships with internal and external stakeholders to deliver high quality business outcomes
- Maintain and role model the professional image of WLS, actively promoting its values, programs and contributing positively with creating a safe, informative, friendly and customer-focussed environment

Risk Management and OH&S

- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation
- To report any injury, hazard or illness immediately, where practical to their Line Manager

Other

- Contribute to WLS commitment to providing a child safe environment. This includes compliance with, and support of, WLS Safeguarding Children and Young People policy and related procedures.
- Other duties may be allocated by the LTS Coordinator and/or Schools Coordinator. These will be in accordance with the employee's range of skills, competence, training and/or experience or be part of a training/development
- Assist in other Swim School Programs where necessary.

Key Selection Criteria

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| Knowledge and Skills | <ul style="list-style-type: none"> • Experience in swim teaching • Understanding of large leisure centres (desirable) • Experience in liaising with internal and external stakeholders • Experience in a customer service environment • Planning and organising to meet deadlines • Written and Verbal communication as well as interpersonal and representation skills |
| Personal Qualities | <ul style="list-style-type: none"> • Demonstrated level of leadership • Decision making and problem solving • Resilience • Demonstrated commitment, drive and imitative to achieve program and organisational outcomes • Ability to work as a team member and individually when required |
| Qualification | <ul style="list-style-type: none"> • Current AUSTSWIM Teacher of Swimming and Water Safety • SISSS00111 Pool Lifeguard (or willingness to obtain) • AUSTSWIM Electives (desirable) • Current Apply First Aid Certificate • Current CPR Certificate • Current Victorian Driver's Licence • Current Police Records Check • Current Working with Children's Check (or willingness to obtain) • AustSwim Teacher of Infant and Preschool Aquatics (desirable) • AustSwim Teacher of Aquatics – Access & Inclusion (desirable) • AustSwim Teacher of Towards Competitive Strokes (desirable) • AustSwim Teacher of Adults (desirable) • AustSwim Assessor (or willingness to obtain) (desirable) |

Key Relationships

Aquatics Manager, Aquatic Operations Coordinator, LTS Coordinator, Schools Coordinator, Swim School Leaders, Sales & Services Manager, Members, visitors, contractors, suppliers and members of the public. Education and Training Institutions, Schools, State sporting and leisure organisations.