

POSITION DESCRIPTION

Swim Instructor

POSITION DETAILS

Date of Position Description	May 2023
Position Title	Swim Instructor
Position Grade	3
Directorate Business Unit	Community Services Social and Community Services
Reports to	Aquatics Program Coordinator
Physical Requirements Category	Category 2- Field Role with considerable Physical Requirements

POSITION OVERVIEW

This position is responsible for delivering City of Parramatta's aquatic education and water safety programs ensuring high-quality lesson content that aligns with the program's goals and outcomes.

KEY RESPONSIBILITIES

Role Specific

- Instruct lessons for students in water safety, water familiarisation, learn to swim and squad.
- Lesson planning and teaching with an emphasis on safety, and variety for participants.
- Evaluate and adjust lesson plans accordingly to cater for the needs of the students.
- Organise and monitor the condition of teaching equipment each lesson.
- Regularly assess student's progress
- Assist in providing a customer orientated environment.
- Promote teamwork and communication through collaborative work practices.
- Attend and complete training as required (includes external, internal, and on-the-job training).
- Use clear communication skills to liaise with clients, parents, teachers, and the community.
- Implementation of industry standard systems and procedures.
- Ensure safe work practices are adopted in the work area and contribute to the development and maintenance of work method statements.
- Report injuries, accidents, incidents and near misses within the facility, and act on the corrective actions taken to prevent reoccurrence.
- Use and properly maintain appropriate safety clothing and personal protective equipment.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honesty and with fairness.

Baseline

- Promote continuous improvement and innovation in practices, optimisation of technology, procedures, and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors, and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Ensure all relevant qualifications are current throughout your employment with City of Parramatta.

KNOWLEDGE

Qualifications

- Current Australian Swimming & Water Safety qualification
- Current CPR Certificate
- NSW Working with Children Check

Experience

- Demonstrated strong teamwork and communication skills.
- Demonstrated ability to apply EEO, OH&S and ethical practice principles.
- Willingness to work a seven-day roster.

Desirable Experience

- Experience in swim teaching/coaching at all levels from Infants to Squads.
- First aid certificate
- Current Australian Teacher of Infant & Preschool qualification
- Current Australian Teacher of Access & Inclusion qualification
- Current Australian Teacher of Adults qualification
- Current Australian Teacher of Competitive Strokes qualification
- Pool Lifeguard qualification