



## CITY OF ALBANY POSITION DESCRIPTION SWIMMING INSTRUCTOR (ALAC)

### 1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

### 2. POSITION IDENTIFICATION

<b>TITLE:</b> Swimming Instructor (ALAC)	<pre>graph TD; A[Commercial Services Coordinator] --&gt; B[Swim School Supervisor]; B --&gt; C[Swimming Instructor (ALAC)];</pre>
<b>LEVEL:</b> Level 2, City of Albany Industrial Agreement 2023.	
<b>DIRECTORATE:</b> Community Services	
<b>REPORTS TO:</b> Swim School Supervisor <b>RESPONSIBLE FOR:</b> Nil	

### 3. POSITION OBJECTIVE

This position is responsible for working in a support role within the City of Albany to instruct students in water familiarisation, lifesaving, survival and swimming techniques.

## **4. KEY RESPONSIBILITIES**

### **General**

- Develop lesson plans and assess the progress of student's on an ongoing basis.
- Ensure that program equipment is available, properly set up and removed as required.
- Follow instructions and initiate new ideas under the guidelines of the Swimming Instructor In Charge.
- Complete, maintain and submit all new paperwork accurately and on time associated with the Learn to Swim program (e.g. class lists and attendance, assessment sheets, lesson plans, certificates and timesheets) as directed by the Swimming Instructor in Charge.
- Participate in regular in-service training sessions,
- Complete any additional duties as advised by the Swim Instructor in Charge.
- Be available to work a full 10 week term (in line with swim school terms).
- Maintain and submit copies of current qualifications as listed in the position description as renewed.

### **Interpersonal Skills/Custom Service**

- Address student and parent requests and resolve issues as they arise, informing parents and the Swim Instructor in Charge of the student's progression.
- Instruct as directed by the Swimming Instructure in Charge to ensure that levels within the program are consistent across the team.
- Be self-motivated and be able to work as part of a team and without direct supervision.

### **Work Health and Safety**

- Monitor and control the activities of all customers to ensure the extension of Duty of Care and relevant requirements are met under the responsibilities of the Austswim Certificate.
- Report on and control any unsafe condition that may cause injury to yourself, other staff or customers.
- Understand and be able to enforce all aquatic facility policies, rules and regulations (including the RLSSA Watch Around Water policies).
- Recognise and be able to respond to emergencies in accordance with ALAC's emergency action plans.
- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WH&S Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

## **5. REQUIREMENTS OF THE JOB**

### **Skills**

- Relates very well with others, listens, understands and adapts to different audiences.
- Excellent customer service skills.
- Sound verbal communication skills and the ability to communicate regularly with students and their parents to ensure understanding and awareness of progress.
- Physically fit and be able to perform relevant manual lifting tasks.

### **Knowledge**

- Working knowledge of water safety and the RLSSA swim and survive standards.
- Knowledge of current industry guidelines.

## Experience and Qualifications

- Previous experience in working with all age groups.
- Previous experience in a similar role.
- Austswim certificate or equivalent.
- CPR certificate
- Senior First Aid Certificate
- National Police Clearance
- Working with Children Check
- Bronze medallion (encouraged)
- 'C' Class Driver's Licence (encouraged)

## 6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
*(Please print)*

DATE: \_\_\_\_\_

WITNESS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
*(Manager or above) (Please print)*

DATE: \_\_\_\_\_