SWIMMING INSTRUCTOR/POOL ATTENDANT
POSITION DESCRIPTION

Award: Award Free. However, the conditions of the Health and Fitness Centres, Swim Schools and indoor Sports Award- State 2005 have been applied.

Hours of Duty: Minimum 2 hours a week, Maximum 38 hours per week. Roster determined by the Swim Coach on a weekly basis.

Rate of Pay: The award rate of pay will apply to this position plus bonuses for extra experience and qualifications at the Business Manager’s discretion on the recommendation of the swim coach.

Employment Status: Casual

Accountability: The Swimming Instructor reports to the Swim Coach of the College and is accountable to the Principal and other supervisory staff as directed from time to time.

Date of Preparation: 15 July 2008 (Document Version 080701)

Personal Requirements

This role requires a pro-active, enthusiastic person, who has an understanding of working in an aquatic environment. Excellent communication and Teaching Skills, along with the ability to work in a team environment is critical to the success of this role.

The ability to undertake task within the agreed deadlines and exceptional customer service skills are also essential to this role.

It is assumed that the incumbent will:

- Display discretion, confidentiality, honesty and integrity in his/her relationships with the differing sectors of the college and wider community;
- Develop high standards of practice in this area in the college;
- Demonstrate initiative and responsibility in the role of Swimming Instructor;
- Demonstrate a strong commitment to the Christian ethos of the Lutheran school;

Key Selection Criteria

Essential
- Current Austswim Certificate
- Minimum 6 months experience as a Swimming Instructor
- Sound written and verbal communication skills and interpersonal skills
- Ability to work flexible hours to suit the needs of the College;
- Excellent Customer service/Public Relations Skills
- Ability to work in a team environment
- Current Senior Resuscitation Certificate;
- Suitability Card (Queensland Commission of Children and Young People)

Desirable
- Accredited Austswim Teacher of infants and preschool aquatics;
- Accredited Austswim teacher of swimmers with a disability;
- Current Pool Lifeguard Certificate
- Bronze Medallion
- Green Coaching License
- Practical experience teaching pupils of all levels and ages.

Position Objectives

- To be part of and contribute to the team responsible for providing a safe, clean and caring environment in which all users of the College Pool, in particular children, can access the College’s Swim program.
• To contribute to and ensure the safety of all users of the College Pool, in particular children, through communication with the Swim Coach and compliance with State and Federal regulations;
• The position is an operational one that relies on observation and practicalities to ensure teaching water safety to the clients of the swim school. This position will be responsible for the success or otherwise of the swim school.

Detailed Duties & Responsibilities

1. Abide by requirements and expectations that apply to any kind of contact with children and young people as outlined under the child protection act and the Swimming Instructors/Coaches Code of Conduct (Australian Swimming);
2. Be familiar with reporting procedures in relation to children and young people suspected of being at risk or harm in accordance with the College’s Child Protection Policy (this document can be found in the staff handbook and on the College’s intranet under staff resources);
3. Ensure all matters concerning management, staff issues, parent concerns and complaints are referred directly to the Swim Coach and are treated with the utmost confidentiality, in accordance with the College’s Privacy Policy;
4. Support and Maintain the development of a cooperative and effective team within the College’s Swimming Pool Facility;
5. Teach and Coach swimming to allocated groups of all ages complying with the GSLC Swim School’s teaching procedures;
6. Perform regular assessments of children and liaise with the Swim Coach on progression
7. Ensure progression of individual students within classes is being maintained;
8. Become familiar with and follow set lessons plans;
9. Prepare equipment for lessons and pack away after use;
10. General cleaning of pool surrounds and amenities as required, including, but not limited to, picking up debris from around the pool, hosing down the concourse, cleaning the amenities as required during the day;
11. Ensure Austswim and other relevant qualifications are current and regularly updated;
12. Undertake other tasks as directed by the Swim Coach as required;
13. Adopt a “Sun Safe” attitude to yourself, other staff and patrons of the College’s Swimming Pool;
14. Complete and submit attendance records, as required.
15. Remove pool cover at beginning of day and replace pool cover at end of day.

Employee Undertaking

As the incumbent of this position, I have read this Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with the policies and procedures of Good Shepherd Lutheran College.

I also agree to strictly observe the College’s policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

Employee’s Name (please print): _____________________________________________

Employee’s Signature: ______________________________   Date: _____/_____/200__

Manager’s Name (please print): Vanessa Haines, Head Swim Coach

Manager’s Signature: ______________________________    Date: _____/_____/200__