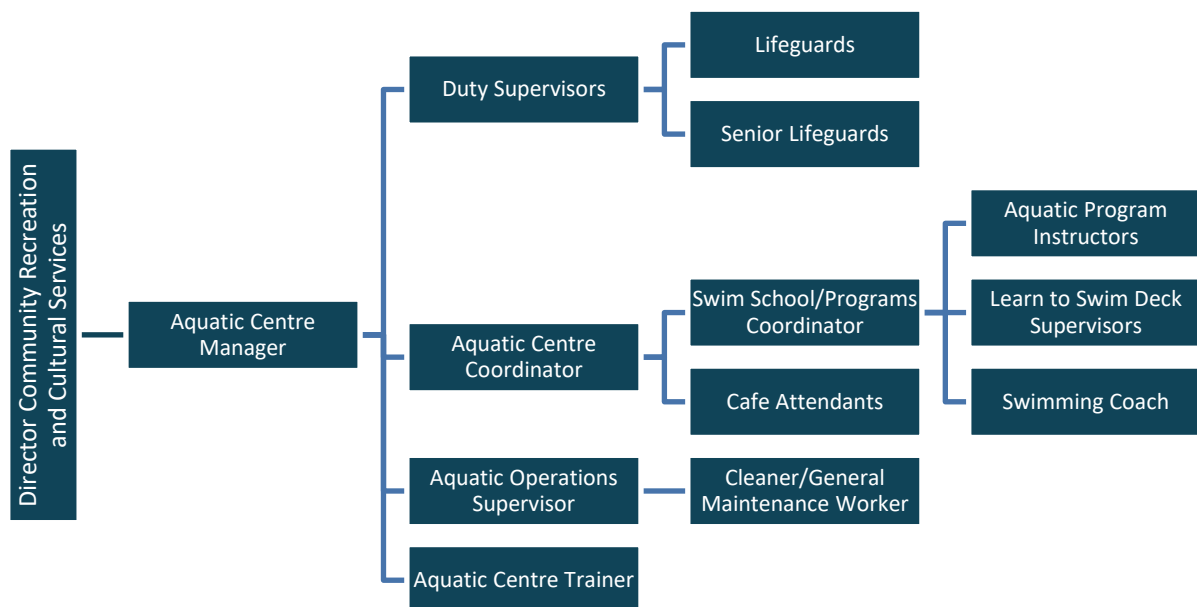


<b>Position Title:</b>	Aquatic Program Instructor
<b>Position Number:</b>	5116, 5150
<b>Division:</b>	Community Recreation & Cultural Services
<b>Section:</b>	Aquatic Centre
<b>Grade:</b>	3
<b>Delegations:</b>	Nil
<b>Position FTE Hours</b>	38

### Primary Purpose

To professionally deliver high quality aquatic programs including learn to swim, aqua fitness and school programs in a safe, fun and effective manner at the Orange Aquatic Centre.

### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Current, relevant, industry recognised qualifications
- Current Provide CPR (HLTAID001) certificate
- Current NSW Working with Children Check
- Satisfactory Criminal Background Check

### The following are also highly regarded:

- Current AUSTSWIM Teacher of Infant and Preschool Aquatics accreditation
- Current AUSTSWIM Teacher of Adults accreditation
- Current AUSTSWIM Teacher of Aquatics Access and Inclusion accreditation
- Current AUSTSWIM Aqua Instructor Course
- Aqua Zumba
- Fitness Instructor
- Water Polo Australia Coaching Accreditation
- Current Provide First Aid (HLTAID003) certificate

### Skills and Experience

- Experience in the delivery of a range of learn to swim, water polo or other aquatic programs
- Knowledge of sequences of teaching and expectations of child development
- Excellent communication skills (both verbal and written) including the ability to interact with the general public and communicate effectively with children
- Demonstrated strong customer service skills
- Demonstrated commitment to safe pool practices
- Demonstrated ability to work and contribute as part of a team
- Proven ability to work unsupervised
- Ability to work independently with small groups of children
- Ability to be flexible and work a rotating roster which may include weekends
- Demonstrated ability to model Council's key values and desired behaviours

## Key Accountabilities/Duties

- Undertake accurate assessment of participants in order to determine swimming level of skill
- Plan appropriate lessons as required which work within the structure of the program timetable and can be delivered according to established lessons plans
- Organise, set-up and pack up equipment needed for lessons, ensuring it is used appropriately and advise Swim School Co-ordinator or Aquatic Centre Manager of any faulty equipment
- Check that area used for learn to swim is set up safely and in accordance with lesson plans.

- Conduct learn to swim lessons and programs which follow Aquatic Centre and Council Work Health and Safety policy and procedures and meet the individual needs of participants
- Control the behaviour of learn to swim students, ensuring the safety and enjoyment of participants in classes at all times
- Maintain a bright, cheerful and encouraging attitude when instructing and dealing with class participants
- Take appropriate action in the event of an emergency or incident that could endanger the well-being of any person at the Centre, including the safe evacuation of all class participants if required
- Communicate professionally and effectively with other Aquatic Centre staff, management and Centre patrons
- Develop good relationships with students, parents and carers
- Provide verbal and written feedback to parents, carers and students on a regular basis
- Maintain up to date records related to learn to swim classes including attendance and student progression
- Attend staff meetings, ongoing professional development and training programmes after hours and as required
- Inform the Swim School Program Co-ordinator and Aquatic Centre Manager of any issues related to the Swim School Program
- Work closely with the Swim School Program Co-ordinator, Aquatic Centre Manager and other instructors to continually look at ways to improve service delivery
- Assist the Swim School Program Co-ordinator and Aquatic Centre Manager in ensuring patron awareness of all programs provided and to promote them in a positive manner.
- Work according to a rotating roster which may include weekends
- Maintain the currency of qualifications and update and renew qualifications at appropriate times.
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

## Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<b>Ownership - Foundational "Does it"</b> <i>Take responsibility and ownership of work and delivering to quality standards.</i> <ul style="list-style-type: none"> <li>• Takes responsibility for own actions</li> <li>• Completes tasks he/she has agreed to on time</li> <li>• Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly</li> </ul>

Relationships	<b>Communicate and Engage - Foundational "Does it"</b> <i>Communicate clearly and respectfully, listen, and encourage input from others.</i> <ul style="list-style-type: none"> <li>• Speaks at an appropriate pace and volume</li> <li>• Uses appropriate body language and facial expressions</li> <li>• Explains things clearly</li> <li>• Allows others time to speak</li> <li>• Shows sensitivity to cultural, religious and other individual differences when interacting with others</li> </ul>
	<b>Customer Focus - Foundational "Does it"</b> <i>Commit to delivering customer focused services in line with strategic objectives.</i> <ul style="list-style-type: none"> <li>• Shows awareness that he/she is working for the community</li> <li>• Shows respect, courtesy and fairness when interacting with customers and members of the community</li> <li>• Listens and asks questions to understand customer/community needs</li> </ul>
	<b>Team Work - Foundational "Does it"</b> <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</i> <ul style="list-style-type: none"> <li>• Keeps team and supervisor informed of what he/she is working on</li> <li>• Shares knowledge and information with team members and other staff</li> <li>• Offers to help colleagues and takes on additional tasks when workloads are high</li> <li>• Is aware of the wellbeing of co-workers and provides support as appropriate</li> <li>• Is open to input from people with different experiences, perspectives and beliefs</li> </ul>
Results	<b>Deliver Results - Foundational "Does it"</b> <i>Achieve results through efficient use of resources and a commitment to quality outcomes.</i> <ul style="list-style-type: none"> <li>• Takes the initiative to progress work tasks</li> <li>• Clarifies work required and timeframe available</li> <li>• Identifies what information/resources are needed to complete work tasks</li> <li>• Checks own work for accuracy, quality and completeness</li> <li>• Completes tasks under guidance, on time and to the required standards</li> </ul>
Technical	<b>Health, Safety and Environment - Foundational "Does it"</b> <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i> <ul style="list-style-type: none"> <li>• Consistently displays safe working behaviour</li> <li>• Speaks up when something is unsafe</li> <li>• Follows health and safety policies and procedures</li> <li>• Participates in safety discussions</li> <li>• Implement environmental controls as applicable</li> </ul>

## Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement

- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

### Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

### General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

<b>Name of Employee</b>	
<b>Signature of Employee</b>	
<b>Date</b>	

