

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Swim Teacher</b>
<b>Position Number:</b>	<b>10444</b>
<b>Directorate:</b>	<b>Community Experience</b>
<b>Reports to:</b>	<b>Aquatic Duty Manager</b>
<b>Department:</b>	<b>Community Facilities</b>
<b>Agreement:</b>	<b>City of Karratha Enterprise Agreement 2023</b>
<b>Classification:</b>	<b>Level 3</b>

## 1. POSITION OVERVIEW

The Swim Teacher is responsible for providing a safe and informative swimming program to the residents of the City of Karratha.

### 1.1 Position Objectives

- Liaise with Aquatic Duty Manager concerning matters relevant to the good order and management of the Facility.
- Provide timely provision of the service in accordance with the City's relevant sections of the council operations.
- Provide recreation and community services for the residents of the municipality.
- Maintain a high standard of service.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Safety

- Observe all safe working practices as directed by the Manager/Duty Manager, including the use of all personal protective equipment where required.
- Take all reasonable care to ensure personal safety and health at work and that of others in the workplace.
- Provide supervision of all participants to ensure safety standards are complied with.
- Provide instruction on swimming and water safety techniques.

### 2.2 Communications and Customer Service

- Maintain good public relations and communication with patrons.
- Ensure high level of customer service.
- Ability to provide positive feedback to children.

### 2.3 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.

- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

### **3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

#### **3.1 Authority and Accountability**

- High level of motivation

#### **3.2 Judgement and Problem Solving**

- Experience in lesson preparation and ability to organise teaching aids and equipment
- Sound knowledge of emergency procedures, workplace safety and evacuation procedures

#### **3.3 Specialist Knowledge and Skills**

- Demonstrate an understanding of the curriculum in place at the relevant Aquatic Centre
- Demonstrated knowledge of the first aid and rescue techniques

#### **3.4 Interpersonal Skills**

- Well developed public relations, interpersonal and verbal communication skills

#### **3.5 Qualifications and Experience**

- Physical fitness to an acceptable level to perform such duties as lifesaving
- Austswim instruction certificate or equivalent
- Resuscitation Certificate
- Working with Children Check
- First Aid Certificate - Desirable
- National (or Federal) Police Certificate (no more than 6 months old)