



## Learn To Swim Instructor Position Description

### Key Position Information

Job Title: **Learn To Swim Instructor**

Position Reports To: **Aquatic Programs Coordinator**

Location: **National Centre of Indigenous Excellence, 180 George Street, Redfern NSW 2016**

This position description is intended to be a guide to the principal duties and responsibilities of the post and includes specific tasks by way of illustration. It is not intended to be a definitive or exhaustive list. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Status: **Casual**

Direct reports: *nil*

### Primary Purpose of Role

To provide high quality teaching to children and adults in accordance with the AUSTSwim and Swim NSW Industry guidelines and NCIE lesson plans.

### Qualifications

The successful candidates will have Current AUSTSwim Certificate of Swimming and Water Safety OR Current Swim Australia Teaching License, current HLTAID001 Provide CPR Certificate and other relevant professional training and on-the-job experience in the Aquatics industry.

A NSW Working with Children check is required for this role.

### Key Result Area (KRA)

### Key Performance Indicator (KPI)

#### Swimming Instruction

- Ensures care, supervision and security is provided to all children participating in Learn to Swim Programs
- Maintains a clean and safe environment for Learn to Swim participants and members of the pool
- Delivers lessons in line with NCIE Learn to Swim Lesson plans
- Maintains all qualifications required for the position and keeps up to date with updates from the Aquatic Industry
- Actively seeks new skills and updates regarding the swimming industry

#### Aquatics Programs Operations

- Maintains a welcoming and safe environment for all members and guests of the centre
- Delivers excellent customer service to any member or guest of the centre

#### NCIE's core values

- Consistently acts in accordance with the NCIE's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision making.

#### Employee WHS

- Models healthy and safe behavior and ensures personal health and safety at work
- Not adversely affecting the health and safety of other workers or persons
- Proactively detects and reports hazards, then reporting them to the line manager to ensure timely and proper control
- Complies with all reasonable instructions, policies & procedures and safely using equipment
- Reports any incidents (near misses/injury/illnesses)



#### Risk Management

- Assists with developing and managing a consolidated organisational risk and compliance portfolio including but not limited to WHS, financial, people, systems and operational risk

#### NCIE Policies and Procedures

- Contributes to the development, compliance, maintenance, training and application of NCIE policies and procedures

### Selection Criteria

#### The occupant of this position will be able to demonstrate the following criteria:

- Ability to communicate effectively and work constructively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.
- Appropriate and current qualifications as follows: Current AUSTSwim certificate of Swimming and Water Safety OR Current Swim Australia Teaching License, Current CPR Certificate and other relevant professional training in the Aquatics industry.
- Excellent understanding of risk management and WHS in a similar environment.
- Excellent oral communication and instructional direction skills.
- Experience in program delivery and community engagement.
- Demonstrable experience in customer service delivery.

### Practical Requirements

The preferred candidate will be engaged on a Casual Employment Agreement.

Work outside of the normal hours of duty may be required. Some travel may be required.

Ensure appropriate business attire is worn at all times and adhere to NCIE Uniform/Presentation Policy.

Employment will be subject to a Criminal History Check and the candidate must have or have the ability to get a NSW Working with Children Check clearance. Possession of a valid driver's license is desirable.

