

POSITION TITLE:	Aquatic Services Officer – Swim Instructor	CLASSIFICATION:	Band 2
REPORTS TO:	Team Leader Learn to Swim		
DEPARTMENT:	Active Communities		

OUR STRATEGIC CONTEXT



PURPOSE

Our organisation is accountable, sustainable, and delivering effective services to our community.

VISION

Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.

VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

HOW YOUR ROLE CONTRIBUTES

You play a pivotal part in ensuring the success and growth of our learn-to-swim and water safety programs. By shaping an engaging and vibrant community-centred approach, you foster a welcoming environment that enhances the overall experience of our participants and their families, strengthening our community connections.

Your dedication ensures the continued success and reputation of our learn-to-swim and water safety programs, ultimately contributing to the well-being and development of our community.

RESPONSIBILITIES	KEY OUTCOMES
Commitment to Excellence in the Learn-to Swim Program	» Develop and implement engaging and age-appropriate lesson plans with guidance from your supervisor. » Utilise a vibrant community-centred approach to deliver high-quality, safe, and effective teaching positively impacting participant success. Through your support, feedback, and encouragement, you assist both participants and parents in achieving their swimming and water safety goals, enhancing their overall satisfaction and progress. » Provide constant and diligent supervision and support to all program participants adapting instructional methods to meet individual needs. » Cultivate positive and genuine relationships with parents and patrons, creating a supportive and friendly atmosphere that fosters a sense of trust and belonging.
Commitment to Safety	» Maintain pro-active control of potentially hazardous situations, providing first aid and appropriate emergency response in accordance with current industry guidelines, and internal policies and procedures. » Recognise, report and respond to safety hazards of patrons and staff and provide accurate recording and reporting of all incidents to your supervisor in a timely manner.
General Commitments	» Foster a safe and welcoming environment that encourages innovation and embed new ways of working. » Engage in collaboration across all levels of Council. » Participate in ongoing training and professional development opportunities. » Attend work for all rostered shifts, managing your availability while adhering to shift change procedures. » Maintain equipment, ensuring cleanliness of the storage areas and setting up and putting away of all equipment as required. » Perform other duties as directed within the scope of this position.

KEY WORKING RELATIONSHIPS



Direct reports: Nil

Internal: Aquatic Services Leadership Team, Duty Supervisor, Team Learn to Swim Supervisor & Lifeguards

External: Nil

REQUIRED SKILLS AND COMPETENCIES

Accountability and extent of authority	- Your authority extends to supervising your learn to swim program activities, ensuring adherence to clearly defined safety protocols, and engaging lifeguards for first aid when necessary. - With guidance from your supervisor, you have authority to implement changes and innovations in teaching methods, provided they align with Stonnington and industry guidelines and policies.
Judgement and decision making	- Make informed decisions regarding the safety and well-being of program participants including assessing potential risks, managing emergency situations, and providing appropriate responses. - Utilize judgment and problem solving within clearly defined policies and procedures, and industry standards and practices.
Specialist knowledge and skills	Thorough understanding of swim teaching techniques, water safety, and educational strategies including stroke techniques, safety procedures, and public safety requirements.
Interpersonal skills	- Excellent verbal communication skills for building positive relationships with participants, parents, and colleagues, fostering teamwork. - Ability to engage with people from diverse backgrounds and age groups to enhance program effectiveness.
Qualifications and experience	- Experience in swim teaching within an aquatic and leisure environment, demonstrating strong knowledge of stroke techniques and water safety. - AUSTSWIM Teacher of Swimming and Water Safety or equivalent. - Current Employee Working with Children Check. - Current CPR Certificate.

WHAT WE ARE ALL RESPONSIBLE FOR



Workplace Health, Safety and Wellbeing:	We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.
Diversity, Equity and Inclusion:	We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.
Code of Conduct:	We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.
Service Promises:	We Empathise We are Responsive We are Transparent We are Consistent We Follow Through
Safeguarding Children and Young People:	We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests.
Sustainability:	We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Date Reviewed: November 2024