

Position Description

Position Title	Learn to Swim Instructor
Directorate	Community Development
Business Unit/s	Recreation & Leisure Services
Reports to	Senior Learn to Swim Officer
Classification	Level 2 – Inside Workforce Agreement

Organisational Overview

The City of Stirling is located eight kilometres north of Perth’s central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 220,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1200 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling’s core values are:

- Approachable
- Responsive
- Transparent
- Innovative

Reporting Relationships

This position reports to Senior Learn to Swim Officer.

Business Unit Objectives

To provide and facilitate a wide range of sport, recreation, and healthy lifestyle opportunities for the community through the delivery of strategic infrastructure planning, facility management, club development, beach services and leisure programming.

Position Overview

The Learn to Swim Instructor is responsible for the delivery of swimming lessons maintaining the highest standard of teaching and safety for a variety of ages and skill levels.

Position Objectives

- Plan and deliver purposeful swimming lessons of the highest quality, in accordance with the Learn to Swim continuum.
- Maintain the highest standard of safety when teaching students. Ensure classes are conducted in a safe manner promoting an enjoyable and safe environment.
- Update class techniques as required and assist the Learn to Swim team with the implementation of new skill criteria.
- Maintain skills and all relevant qualifications up to date through external professional development, learning from senior / more experienced colleagues and attendance at Learn to Swim training / professional development sessions.
- Recognise and understand the impact of hazards and incidents. Take immediate action in reporting concerns and incidents to the Senior Learn to Swim team and / or Duty Supervisor on site.
- Maintain records on internal computer system providing information on students' progress and skill achievements. Ensure records are updated regularly.
- Work in co-operation with other instructors and the Learn to Swim Supervisor to continually develop and improve the Learn to Swim program.
- Respond promptly to any internal communication received by the Learn to Swim Senior Officer.
- When requested, provide guidance and support Learn to Swim officers and/or prac students through on the job training/coaching.
- Relays customer feedback and comments to Senior Officer and contribute to proposals for improvements to current working practices.
- Carry out other duties as required and ensure all duties performed are conducted in accordance with the documented systems and procedures.

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Perform other duties as directed.

Selection Criteria

Qualifications/Education Level

Austswim/RLSS Teacher of swimming and water safety certificate or equivalent.	Essential
Current swim coaching licence.	Desirable
Current Teacher of Infant Aquatics certification.	Desirable
Current Bronze Medallion.	Desirable
Current Teacher of Competitive strokes certification.	Desirable
Current Teacher of Adults certification.	Desirable

Mandatory Certificates, Licences, Tickets, Memberships, Registrations

Current Working with Children Check.	Essential
Current CPR Certificate.	Essential
Current Provide First Aid Certificate.	Essential

Knowledge, Skills, Experience & Abilities

A sound knowledge of current swim teaching principles and biomechanics.	Essential
Well-developed verbal and written communication and interpersonal skills. The ability to give clear instructions, transfer information effectively to achieve learning outcomes.	Essential
Well-developed organisational skills in lesson planning and time management.	Essential
Previous swimming instruction experience in an Aquatic Facility.	Desirable
Previous experience working with children.	Desirable

Other

National Police Clearance (under 3 months).	Essential
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Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date	Officer	Service Lead Recreation Facilities
	October 2023		