



TITLE	LEARN TO SWIM INSTRUCTOR- SEASONAL
LOCATION	CHEWTON SWIMMING POOL
REPORTS TO	POOL OPERATIONS MANAGER/COMMITTEE OF MANAGEMENT
EMPLOYMENT PERIOD	December 2023 – March 2024
CONDITIONS	CASUAL POSITION, SEASONAL
REMUNERATION	Fitness Industry Award 2020, (MA000080), GRADE 3
DOCUMENT DATE	October 2023
APPLICATION DUE	30 November 2023

POSITION DESCRIPTION- LEARN TO SWIM INSTRUCTOR

Chewton Pool Inc. is a community association that owns and operates the Chewton Community Swimming Pool. The Pool opens at the start of December and closes in mid-March and operates 7 days a week. We require trained swim teachers for our Swim and Survive program, *Chewton Swim*. The program runs week-long intensives during January school holidays and weekend classes during February. There is also the opportunity to extend these classes, depending on the availability of staff.

Chewton Swim is also seeking a swim teacher who would be willing to take on the management of Chewton Swim over the season. This will require some knowledge of Swim and Survive programs, class administration, timetabling and teacher co-ordination, assisted by a casual admin person who will handle the online enrolment process. The swim school manager role will be paid for the extra hours of admin required.

The swim teachers will provide professional RLS Swim and Survive classes to children of all ages and ensure they abide by Chewton Pool emergency and operational procedures. Swim teachers are to liaise and communicate in a positive manner with students, parents, pool users, volunteers, Committee of Management, and staff. Swim Teachers are responsible for providing a safe learning environment and appropriate duty of care for all children in the program.

RESPONSIBILITIES AND DUTIES

Class Instruction

- Ensure efficient and effective operation of swim lessons.
- Ensure classes commence and finish at their scheduled times.
- Display a high standard of teaching ability at all times.
- Assist in ensuring classes operate to schedule and format.
- Use a pleasant, clear and tactful manner when instructing students.
- Complete assigned tasks, as required, from the Swim School Manager.
- Keep accurate record of task / skill achievement in line with appropriate level.

Operation

- Must be committed to the entire duration of one or more programs / required period as directed by the Swim School Manager.

- Ensure that Personal Protective Equipment and Chewton Swim uniform is in good condition at the start of each shift, and is returned to the Pool at the end of the season in good condition.
- Ensure that the safety of pool users and the community is maintained at all times and that emergency response procedures, including first aid and rescue functions, are implemented in line with the GSPOs and the Chewton Pool Emergency and Medical Incident Plans.
- Identify hazards and risks that might compromise the safety of the pool users, staff and community and report to Pool Operations Manager immediately.
- Implement and maintain standards of safety and behaviour of students and act to improve these in a positive manner with clear communication of Chewton Pool rules and expected standards of behaviour.
- Respond to and deal with incidents occurring within your classes and complete incident reports as required.
- Complete in an accurate and timely manner all reports including timesheets and other forms as required by pool / swim school management.

Preparation

- Record class attendances for each group under the guidance of class lists - provided
- Assist with the administration of the school swim program as required, including assisting with level assessments based on the Swim and Survive level guide.
- Prepare written lesson plans in advance for all classes.

Industry requirements

- Maintain fitness and meet training requirements in line with industry standards.
- Attend all training, induction, team meetings and refresher courses in order to be fully qualified at all times

SELECTION CRITERIA

Specialist Knowledge and Skills

- Ability to provide assistance and communicate with a wide range of pool users and other staff.
- High level of teaching skills essential.
- Administration pertaining to program delivery.
- Public health and safety issues.
- An ability to follow set procedures and work practices.
- Ability to work unsupervised.

Interpersonal and communication skills

- Demonstrated ability to communicate effectively with a wide range of people is essential.
- Skills in providing assistance and direction to achieve customer satisfaction.
- Excellent oral communication skills for public liaising with parents, children and the community.
- Ability to problem solve is essential.
- Sound time management skills in relation to the commencement and finishing time of swim classes and ensuring they operate to schedule.

Qualifications and Experience - Essential

- Teacher of swimming and water safety accreditation (TSW) with a recognised aquatic education body; Austswim or LSV
- Current CPR certificate
- Current Working with Children Card - employee
- *If teaching 0-4 year olds* Hold a TWS + Infant and Preschool accreditation.

Qualifications and Experience - Desirable

- Experience in delivering aquatic instruction.
- Pool lifeguard Qualification (including CPR and use of a defibrillator qualification).

Level 2 First aid certificate TERMS

- Swim Teachers will be engaged as a seasonal casual employee under the Fitness Industry Award.
- Pay is based on the Fitness Industry Award hourly rate and ranges from \$28.26 to \$35.44 per hour. The rate of pay is scaled according to whether you are working weekends or midweek and your experience.
- There is no provision for overtime, but swim teachers will be required to do out of water admin and paperwork relating to their classes which will be paid.
- The position is based in Chewton with contact at the Pool required throughout the season.
- Swim Teachers must attend all rostered classes and if unable to attend must contact the Operations Manager in a timely manner so that a replacement can be found. Communication with management staff is via both messaging and WhatsApp.
- This position description describes the general nature and level of work to be performed by the appointee and is not intended to be an exhaustive list of all responsibilities, duties and skills required. The Chewton Pool COM reserves the right to amend this position description at any time.

Please submit a written letter addressing the position description and section criteria along with a copy of your resume listing two contactable references.

Email to Chewton Pool Inc, President – serajanep@icloud.com

Applications close 30 November 2023