

## Position Description

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| <b>Position Title:</b>                          | <b>Swim Teacher</b>                            |
| <b>Reports To:</b>                              | Team Leader – Swim School                      |
| <b>Responsible For:</b>                         | N/A  |
| <b>Group and Team:</b>                          | Community Spaces and Places – Aquatic Services |
| <b>Children’s Worker:</b>                       | Yes (Core)                                     |
| <b>Delegations and Budget Responsibilities:</b> | As per Delegations Register                    |

### Purpose

To provide effective, high quality ‘Learn to Swim’ instruction for all swim school customers that have differing levels of ability of ages from adult to infant. You will effectively maintain good public relations in accordance with the goals and targets set by the Southland Aquatic Centre.

### Key Relationships

#### External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

#### Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

### Our Compass Values and Behaviours

#### Responsibility

**Take ownership of decisions and outcomes, both collectively and individually.**

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

#### Respect

**Everyone is important, as are their views.**

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

#### Above and Beyond

**Take opportunities to go the extra mile.**

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

#### Positivity

**Always look on the bright side of life.**

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

## What You Will Do *(provided as a guide only)*

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### Swim School Lessons

- Instruct high quality and consistent 'Learn to Swim' lessons to students of all levels of ability, and a range of ages from adults to infants. This may also include effectively teaching and assisting disabled customers.
- Monitor and supervise the safety of customers during swim lessons, to ensure the safety and wellbeing of our pool users.
- Provide assessments on 'Learn to Swim' students, as and when required in liaison with the Team Leader – Swim School, to ensure majority of students achieve levels as set down in the lesson plan.
- Communicate effectively with 'Learn to Swim' students, their parents/guardian and with other instructors to ensure feedback from customers shows a high level of satisfaction and customer complaints are minimal.

### Qualifications and Training

- Ensure ongoing Lifeguard and Swim Teaching training is carried out as per instructions.
- Ensure all training standards are met and maintained.
- Inform your manager if any training is due to expire and renewal of this is organised promptly.

**Note:** *Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.*

## What You Will Bring

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The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

### Education and Qualifications

**Essential:**

NZASTA (New Zealand Assistant Swim Teacher Award) or ability to obtain  
First Aid Certificate or ability to obtain  
National Lifeguard Award

### Knowledge, Skills and Experience

**Essential:**

Ability to lead a group of pre-schooler's  
High level of customer relations and communication skills

**Desirable:**

Previous experience in learn to swim teaching  
Experience working with children in a coaching role

## Agreement

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**Employee**

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*Name*

\_\_\_\_\_

*Sign*

\_\_\_\_\_

*Date*

**Manager**

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*Name*

\_\_\_\_\_

*Sign*

\_\_\_\_\_

*Date*

**Note:** From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

## **What We All Do**

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### **Customer Commitment**

Treat customers with respect – taking the time to listen, learn and understand.  
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.  
Acknowledge problems and complaints, identifying and promptly acting on solutions.

### **Continuous Improvement**

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.  
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

### **Health, Safety and Well-being**

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.  
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

### **Civil Defence Emergency Management**

Assist Council in preparing for and responding to an emergency.  
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

### **Other Duties**

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.