

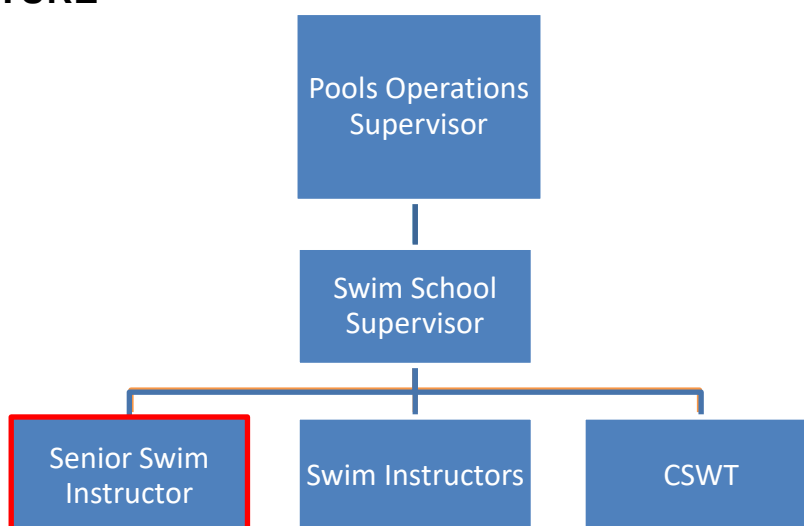
SENIOR SWIM INSTRUCTOR

POSITION DESCRIPTION

POSITION INFORMATION

Group	Democracy, Governance and Venues
Team	Swim School
Reports to	Swim School Supervisor
Direct Reports	None
Primary Location	AC Baths, Taupo

TEAM STRUCTURE



POSITION PURPOSE

- To teach in and out of the water and deliver lessons to a high standard of aquatics education programs across all levels in a professional manner
- To train swim instructors to deliver lessons to a high standard of aquatics education programs across all levels
- To perform Pool Deck Supervisory duties as required
- Facilitate staff training sessions
- To assist with lesson plan design and implementation
- To ensure a quality, safe, informative and appropriate swim environment for customers.
- To maximise their enjoyment in aquatic activities and encourage ongoing participation.
- Be enthusiastic, friendly and have a drive to work with students of all ages and abilities both in & out of the water.

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Delivery of Programs	<ul style="list-style-type: none"> Effectively delivering our Gold Quality Learn to Swim Programme to ensure children develop the skills and confidence to progress through each level. To participate in and contribute towards regular training and practice of essential skills to remain up to date with industry standards Maintain a high level of instructor competency in swim teaching to Swimming NZ standards Completing assessments of students' progress and submitting recommendations for children to progress levels.
Program Development	<ul style="list-style-type: none"> Assist with the development, refinement and improvement of existing and new lesson plans Ensure that lesson plans can be taught to the expected standard, within set class timeframes with the stated outcomes. Teach new and experienced instructors to deliver the developed lesson plans Facilitate staff training sessions
Pool Deck Supervision	<ul style="list-style-type: none"> Deliver Pool Deck Supervisory duties with the aim to minimize or eliminate parent or observer interference and disruption Service as point of call for any information regarding existing, past or future lesson plans, class movements or participant feedback. Excellent communication skills
Customer Satisfaction	<ul style="list-style-type: none"> All customers are dealt with fairly and to expected standards of delivery Developing positive and on-going relationships with both children and parents. Keep up to date with facility services
Records and Reporting	<ul style="list-style-type: none"> Ensure accuracy of information/records in systems adopted by the department/organisation.
Health & Safety and Wellbeing	<ul style="list-style-type: none"> Model a culture of safety and wellbeing Take responsibility for your own health and safety Ensure your own actions keep self and others safe Identify, report and assist to eliminate hazards/risks in work place Participate in local work place safety management practices Participate in workplace wellbeing initiatives Ensure compliance under Health and Safety at Work Act 2015
Project Management	<ul style="list-style-type: none"> Undertakes projects and/or other initiatives that may be assigned by the Supervisor or Manager
Emergency Management	<ul style="list-style-type: none"> Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> Health & Safety Representative AC Baths Lifeguards Taupo Venues Staff Various other Taupo District Council staff 	<ul style="list-style-type: none"> Stake holders i.e. user groups, clubs, organisations individual users ratepayers, industry competitors, and iwi Industry Partners i.e. Sports Waikato, Educational Institutions, organisations, groups and other industry facilities Service providers i.e. contractors

VISION

“Making a better life for you and your families. We’re in this together – let’s make it work!”

VALUES

Kia kōtāhi mai – We’re in this together

Unite

Connect

Deliver

Kōtahitanga

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> NZ Swim Teachers Certificate 	<ul style="list-style-type: none"> New Zealand Early Childhood, Teaching Swimmers with a Disability, School Age and Adult certificates Diploma of Swim Teaching Current First Aid Certificate Driver’s License

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> • Effective communication skills • Decisive • Confident in managing children of various ages and abilities • Team player • Punctual • Positive working attitude 	<ul style="list-style-type: none"> • Patient • Bright personality

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Qualified swimming instructor • 5 years swim teaching experience 	<ul style="list-style-type: none"> •

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		