



ST. BRIGID'S  
COLLEGE

## POSITION DESCRIPTION SWIMMING INSTRUCTOR (Casual)

**POSITION TITLE:** Casual Swimming Instructor  
**LEVEL:** Casual  
**HOURS:** Hours will be on a casual basis and determined in consultation with the Indoor Pool and Fitness Centre Coordinator

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### ORGANISATIONAL RELATIONSHIPS

Position reports to: Business Manager via the Indoor Pool and Fitness Coordinator  
Indoor Pool and Fitness Centre Coordinator  
Supervision: Pool patrons

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### POSITION OBJECTIVES

- Provide high quality swimming instruction, monitor, educate patrons on fitness and safety.
  - Maintain a safe and enjoyable atmosphere for class participants.
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### POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Signature: \_\_\_\_\_  
Carmen Cox DATE

Signature: \_\_\_\_\_  
EMPLOYEE DATE



### **CORPORATE ACCOUNTABILITY**

- Comply with the College's Code of Conduct, Mercy Education Ltd Code of Conduct and Catholic Education of Western Australia Code of Ethical conduct, management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high level issues.

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### **KEY DUTIES / RESPONSIBILITIES**

#### **Duties**

- Teach scheduled classes in a timely manner, providing adequate warm up, exercise, stretching and cool down exercises.
- Provide high quality swimming instruction for those learning to swim.
- Prepare equipment, music and handouts for each class.
- Maintain a positive exercise experience for members and class participants.

#### **Communication**

- Communication skills to convey your message clearly and succinctly. Demonstrate enthusiasm for teaching and the ability to provide positive reinforcement to help students grasp new techniques and stay motivated.
- Provide support to the Indoor Pool and Fitness Coordinator with communication of relevant activities, which may include contributing to:
  - Pool activities
  - Facility needs
  - Concerns raised

#### **Administration**

- Ensure completion of daily attendance records.
- Understanding and implementation of the requirements of Swimming Australia Safe Sport Framework.

#### **General**

- Ability to work independently with small groups.
- Develop professional relationships with St Brigid's College staff, carers and other pool user groups.
- Maintain currency of qualifications relevant to the position and provide all current to the College Human Resource Officer.
- Understand and participate in safety and emergency procedures.
- Other duties as outlined by the Business Manager via the Indoor Pool and Fitness Coordinator.

#### **Interpersonal Skills**

- Maintain respectful, open and effective communication with all members of the St Brigid's College community.
- Behaviour management in accordance with the College Behaviour management policies.



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- Highly organised and motivated individual.
- Committed and reliable and well presented.
- Display great customer service ethic.
- Act as a role model, setting examples in language, grooming, hygiene and integrity.

### Qualifications and Experience

#### Essential:

- Austswim Teacher of Swimming and Water Safety Certification
- Bronze Medallion or Swim Instructor Rescue Certification
- Current CPR
- Current First Aid Certificate
- Current Working With Children (or eligible to obtain one)
- Cleared Department of Education Nationally Coordinated Criminal History Check (not less than 3 months currency or eligible to obtain one)
- Working knowledge of human anatomy, kinesiology and training principles
- Knowledge and experience of water aerobics teaching strategies and incorporation of music, tempo, cueing technique and rhythm, Choreography and music skills.

#### Desirable:

- Infant Aquatic Teacher Certificate
- Previous experience in the aquatics industry

### Key Results Areas:

#### *Behavioural Descriptors:*

- Demonstrates warmth and compassion, while also being assertive when dealing with standards of behaviour.
- Communicates effectively through face to face interactions with pool patrons.
- Demonstrates an understanding of the St Brigid's College Vision and Values by implementing appropriate support for patron members.
- Use initiative and take responsibility for all tasks undertaken.
- Exercise judgement and solve problems within the scope of the position.
- Maintain confidentiality at all times.
- Undertake safe work practices.
- Undertake other duties as directed.

#### Experience:

- Ability to cultivate productive working relationships in a small team environment.
- Understanding of risk management principles.
- Understanding of the principles of Equal Opportunity, Industrial Democracy and Occupational Health and Safety.
- A clear commitment to the objectives and ethos of Catholic Education.

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### EXTENT OF AUTHORITY

Authority to act within established practices and to make decisions within clearly established guidelines.

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