

# ELTHAM LEISURE CENTRE



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Swim Teacher
<b>EMPLOYER:</b>	Aligned Leisure Pty Ltd
<b>LOCATION:</b>	Eltham Leisure Centre
<b>DEPARTMENT:</b>	Aquatics
<b>REPORTS TO:</b>	Head of Aquatics and Swim Captains
<b>DIRECT REPORTS:</b>	NIL
<b>TYPE OF EMPLOYMENT:</b>	Casual

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### COMPANY PROFILE

Aligned Leisure is a 100% owned subsidiary company of the Richmond Football Club, established as a vehicle to manage the operations of Richmond's health, fitness and leisure business activities.

Aligned Leisure will deliver best value to our partners by aligning our programs and services with important local Municipal Health & Wellbeing Plan's that highlight unique key community priorities. Our programs and services are not about us, they are about our partners and they will at all times be in total alignment with the needs of the specific community that we are servicing.

### POSITION PURPOSE:

Swim Teachers will be responsible for the delivery of safe, productive, innovative and exceptional swimming lessons by maintaining, a solid understanding of the Swim and Survive program, industry developments and the OH&S guidelines applicable to the facility.

Aligned Leisure Swim Teachers will continuously display their ability to communicate and engage effectively with students ensuring students of all abilities, ages and cultural needs receive an outstanding program.

They will work relentlessly to engage with all students and parents regularly to maximise member retention opportunities.

They will take pride in operating such an important community asset and ensure it is presented immaculately and maintained to the highest standards at all times.

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## KEY RESPONSIBILITIES:

### 1. High caliber of swim teaching

- Establish and maintain strong relationships with all students and their parents
- Create a fun, welcoming and safe environment
- Deliver high quality swimming lessons, using the Swim and Survive program, focusing on stroke development and water safety
- Swim Teachers are responsible for the implementation of set lessons plans and must hold an advanced level of understanding of such plans at all times
- Work on set level criteria each week, recording student's growth and reporting students ready for assessment to the Swim Captain as soon as possible

### 2. Daily swim school operations

- Ensure the highest levels of cleanliness, presentation and hygiene at all times
- Proactively work with the Swim School Captains to minimise any disruptions that may cause classes to be interrupted
- Act responsibly towards preserving the integrity of centre assets such as swim platforms and Learn to Swim equipment
- Treat families and children equally and respect the diversity of backgrounds
- Welcome and educate new children and parents so they feel welcome and comfortable in the pool environment
- Adhere, at all times, to the facilities OH&S procedures particularly surrounding the swim platforms and swim teaching equipment

### 3. Outstanding service delivery to all customers and stakeholders

- Aligned Leisure will be renowned for delivering outstanding service and providing memorable experiences for our customers. In your role, you will be relentless in identifying these opportunities and you will always ask yourself "How would I want a member of my family treated in this situation?"
- All Aligned Leisure staff will understand and deliver on our customer charter and service promise.

Swim Teachers may from time to time be required to undertake other tasks as directed by the Head of Aquatics or swim Captain.

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## KEY RELATIONSHIPS:

- Students
- Swim School Captains
- School Groups
- Lifeguards

## ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

1. AUSTSWIM Teacher of swimming and Water Safety
2. AUSTSWIM Teacher of Infants and Pre School (desirable)
3. CPR
4. First Aid
5. WWCC
6. Industry experience

## PERSONAL ATTRIBUTES:

1. High level of communication and consultation skills, including a commitment to open, honest, two-way and frequent communication
2. Committed to participating in ongoing training and workshops
3. A passion to work with people
4. Focused on the customer experience
5. A commitment to professionalism and accountability
6. Unquestionable ethics, integrity, values and behaviours

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## PERSONALITY TRAITS:

1. Friendly
2. Encouraging
3. Knowledgeable
4. Respectful
5. Enthusiastic
6. Flexible
7. Punctual
8. Committed
9. Measured
10. Fun

APPROVED:



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Nillumbik Leisure Manager, Aligned Leisure  
09/03/2018