

POSITION DESCRIPTION

Position Title: Casual Swim School Instructor	Position Number: OASIS-19
Department: Goldfields Oasis Swim School	Accountable to: Senior Officer Swim School
Level and Step:	Salary Range:
Responsible for the supervision of: No direct/indirect supervisory responsibilities	



Primary purpose of the position	Responsible for teaching and assessing swimming and aquatic survival skills to the students of the Goldfields Oasis Swim School.
Key accountabilities	<ol style="list-style-type: none"> 1. Plan and conduct high quality swimming lessons including updating and modifying teaching techniques as required 2. Provide information to of students to Senior Officer Swim School/Pool Deck Supervisor regarding student's progress 3. Maintain the highest standard of safety for the students being taught 4. Correct and/or report any unsafe conditions around pool deck 5. Establish and maintain the highest standards of customer service, public relations and a friendly disposition towards all Centre patrons 6. Work in cooperation with the Senior Officer Swim School and other swim school instructors to continually develop and improve the Oasis Swim School 7. Maintain accurate records of participants and other paperwork as requested 8. Ensure Swim School resources are used, maintained and stored correctly 9. Any other accountabilities and duties as directed by the Senior Officer Swim School and/or the Programs Coordinator. 10. Adhere to the City of Kalgoorlie-Boulder policies and procedures. 11. Sufficient notice is given to Senior Officer and Pool Deck Supervisor prior to being absent from a rostered shift.
Judgement & decision making	<ol style="list-style-type: none"> 1. Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work. 2. Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor. 3. Apply legislation and Council policy direction to decision-making with guidance from the supervisor. 4. Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards. 5. Apply knowledge and skills to ensure consistent quality outcomes.
Outcomes / Key Performance Indicators (KPI's)	<ol style="list-style-type: none"> 1. Ensure 100% student attendance is captured using Envibe software. 2. Ensure that 100% skills and achievements are updated to reflect student progress. 3. Maintain an attendance rate of 80% for Oasis meetings and internal training. 4. Ensure 100% customer complaints or concerns are directed to the Senior Officer Swim School within 15mins of shift. 5. Contribute towards maintaining a Centre Net Promoter Score of above 60.
Skills, knowledge & capacity	<ol style="list-style-type: none"> 1. Current Swimming accreditation; AustSwim, Swim Australia, Australian Swimming Coaches and Teachers Association (ASCTA), Active Training or similar accreditation. 2. Current First Aid and CPR qualification 3. Current Working with Children check 4. Current satisfactory National Police Clearance 5. Current WA "C" Class driver's licence.
City of Kalgoorlie-	<p>Support We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.</p>

Boulder Values	Respect	We will treat our team members and our community with mutual respect and understanding.
	Fun	We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.
	Recognise	We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.
	Connect	We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.

POSITION DESCRIPTION AGREEMENT

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name
(please print): _____

Employee
Signature: _____

Date: _____

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